

Filter your report so it only contains the responses that meet a criteria specified by you. Once you filter your report, you will have a **Subgroup** of your data.

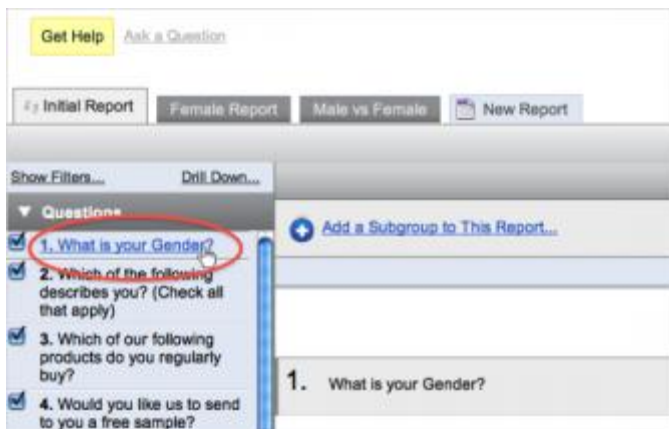
To add a filter to your report, follow one of these three methods:

[Simple Filtering](#)

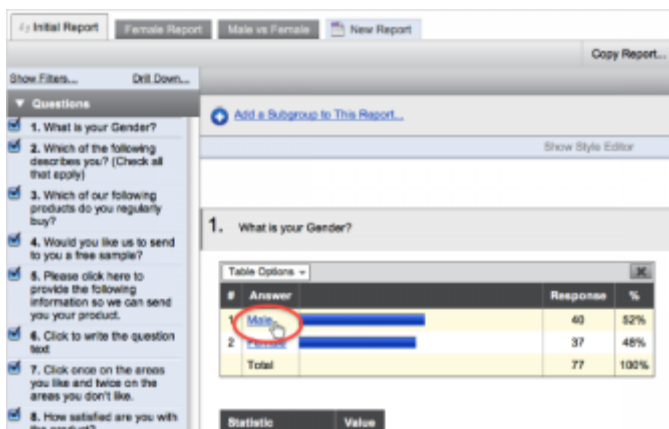
Filter to show respondents who answered a specific choice on one of the survey questions.

To set up a simple filter

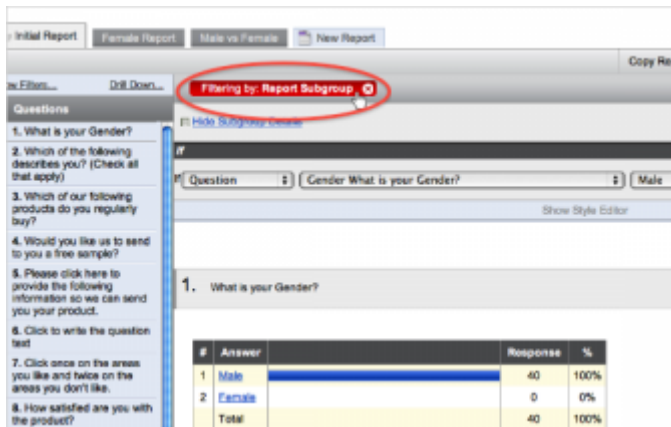
1. In the list of questions on the left, select the question you would like to filter by.



2. On the question, click the blue highlighted answer choice that you would like to filter by to automatically apply the filter.



- Now the only responses in the report are from the respondents who chose that specific answer choice.

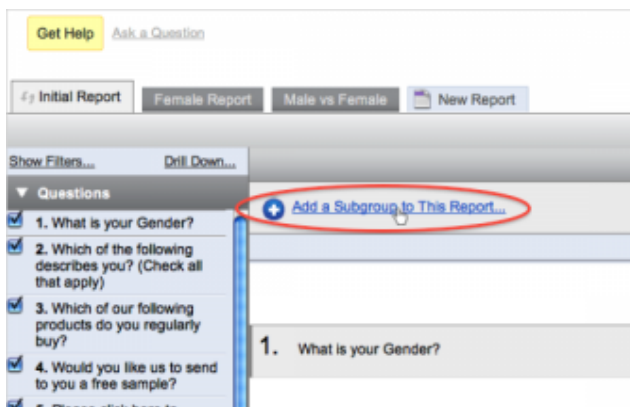


[Add a Subgroup](#)

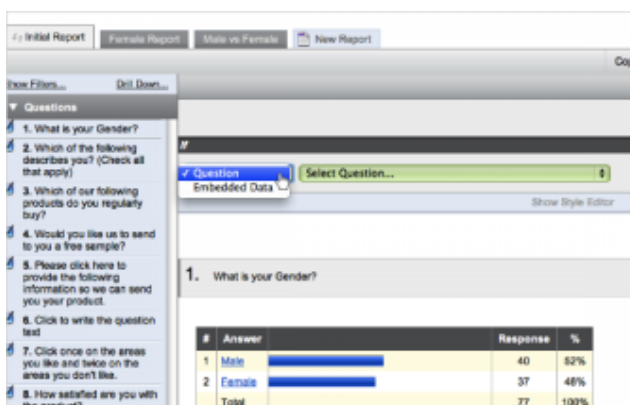
Filter according to multiple logic statements, where a set of criteria must be met rather than just one statement.

To set up an advanced filter:

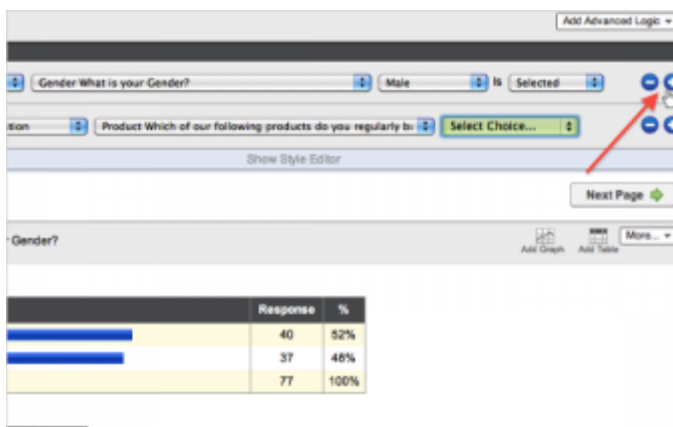
- Above any page in your report, select **Add a Subgroup to This Report**.



- Choose the condition that must be met for a response to be shown in the report. The condition may be based off of a **Question**, or [Embedded Data](#).



- To add multiple conditions, click the blue plus sign to the right of your current condition. Choose whether the new conditions should be **And If** or **Or If** using the first drop-down menu in the new lines of logic.

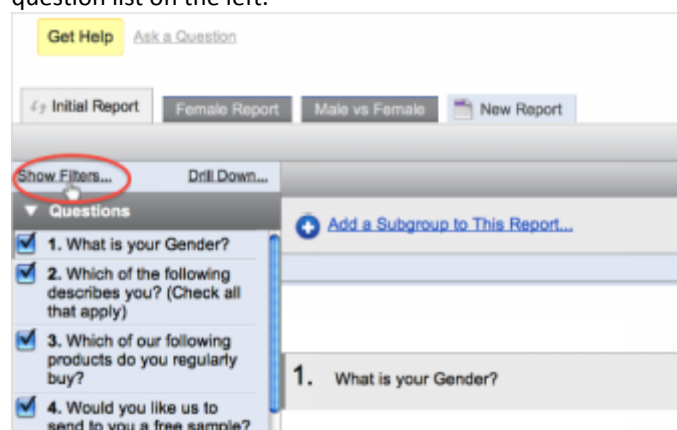


- Apply your filter by clicking **Apply Changes**

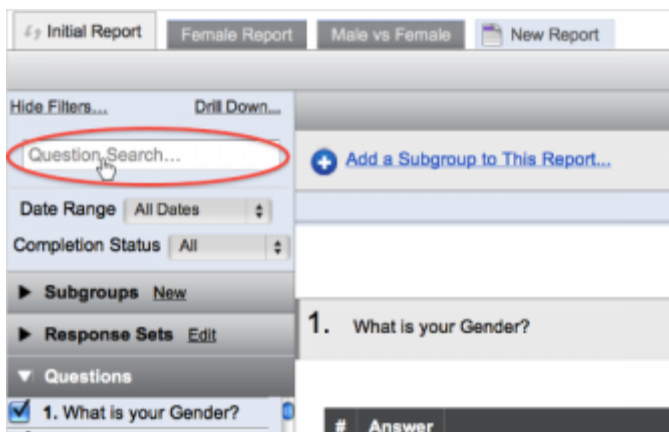


Other Filtering Options

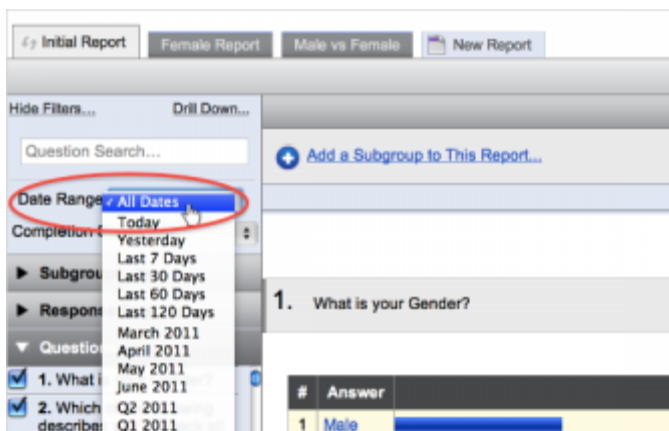
Filter by criteria other than specific Answer Choices and Embedded Data. To access other filter types, click **Show Filters** above your question list on the left.



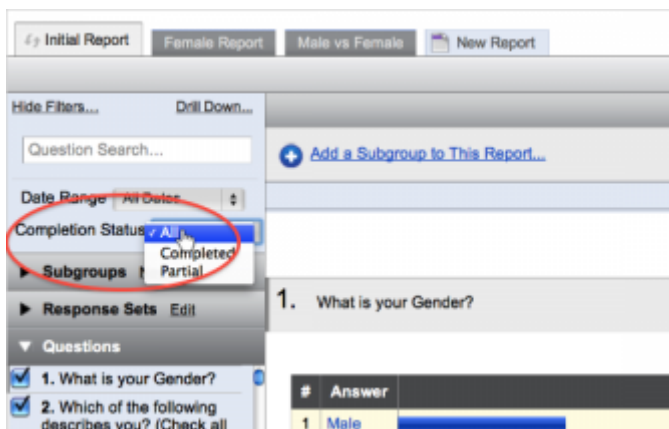
- **Question Search:** Only include questions in your report that include the text you specify. This filter does not apply during export.



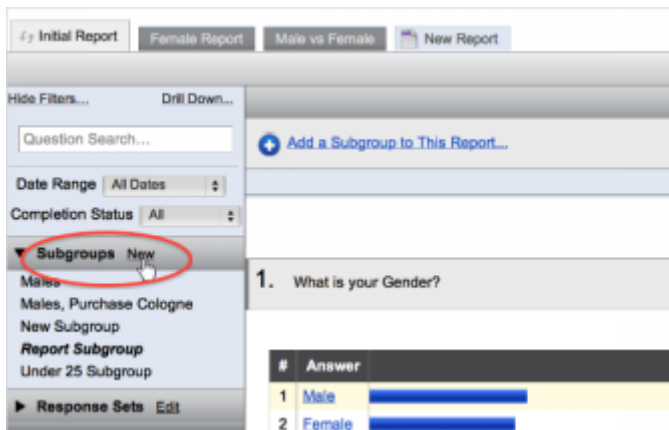
- **Date Range:** Only include responses in the report that were submitted in the date range you specify.



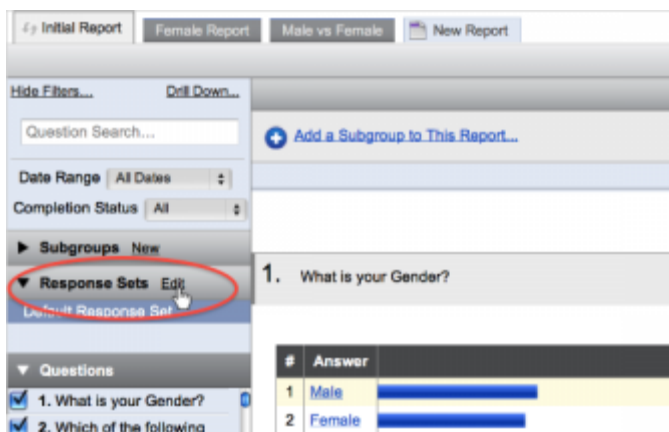
- **Completion Status:** Filter to show **All** responses, **Completed** responses, or **Partial** responses. Completed responses are the responses where the respondent submitted their survey. Partial are responses that were collected by the Qualtrics system and not submitted independently by the respondent.



- **Subgroups:** Save or create New subgroups using the logic editor, as done with Add a Subgroup.



- **Response Sets:** If you have multiple response sets, specify which set will show in the report.



More Information

[QTips](#)

- To download your data with a filter applied, add the filter in your report, and then move directly to the Download Data section. In the Current Filters From Report section, you will see which filters are being applied to your data set.