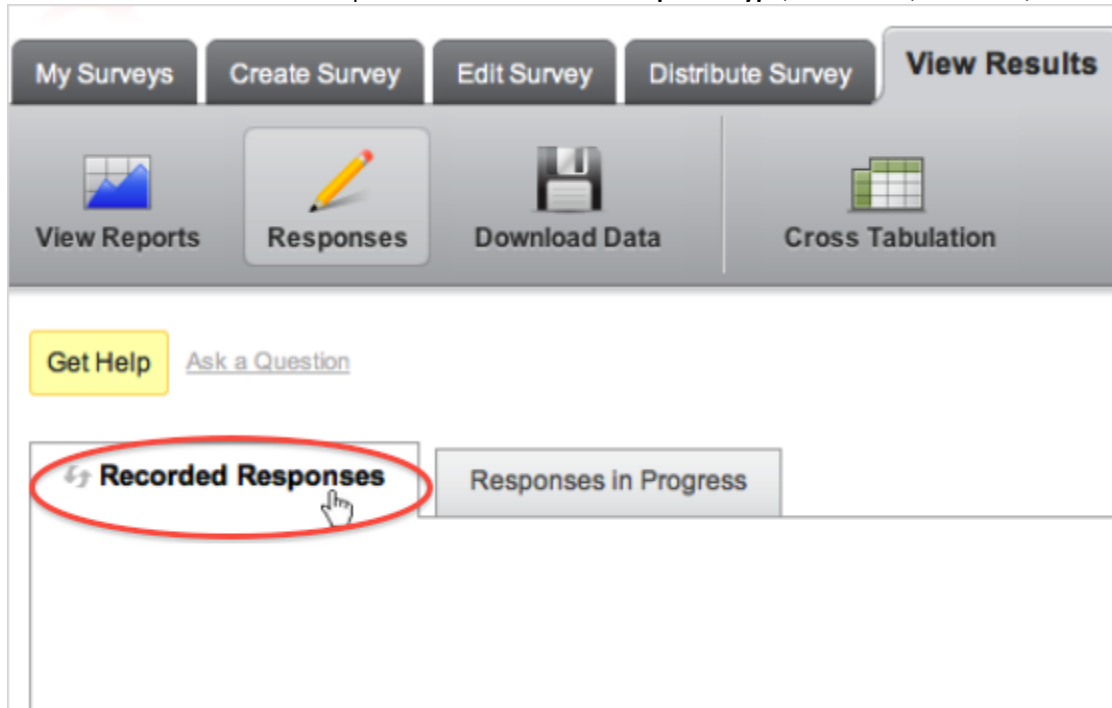
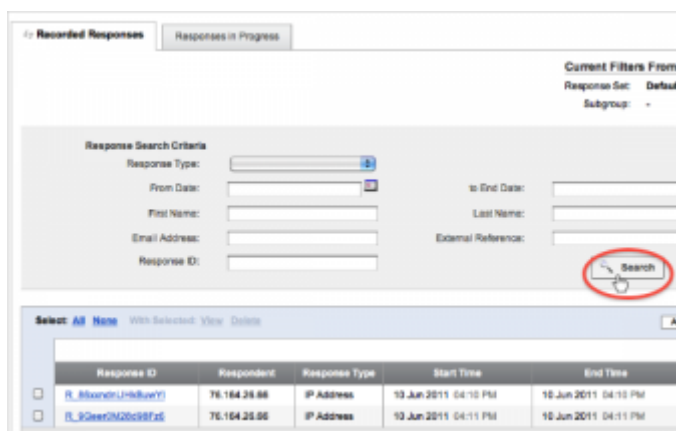


View all of the responses that are closed and recorded in your data set. Click into the **Recorded Response** tab to see the **Response ID**, **name** or **IP address** for each respondent as well as their **Response Type**, **Start Time**, **End Time**, and **Duration**.



[Search for Responses](#)

Search for respondents that meet criteria you specify. To search for respondents, enter information in any of the **Response Search Criteria** fields and select **Search**.



The following criterion are available:

- **Response Type** – Choose to search for responses that are identified only by an **IP Address**, responses that came from a **Panel**, those that are **Imported**, responses that are flagged as **Spam** or **Not Spam**, or **Survey Tests** or **Survey Previews**.
- **From Date** and **To End Date** – Search for respondents that started or ended the survey before or after a specified date.
- **First Name**, **Last Name**, **Email Address**, or **External Reference** – Search for respondents that have the information you specify as part of their panel fields.
- **Response ID** – Search according to a specific Response ID.

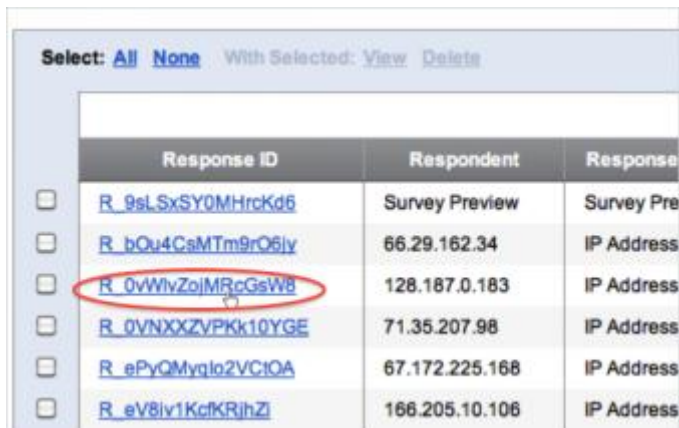
Qualtrics – Recorded Responses

<https://siue.qualtrics.com>

[View Individual Responses](#)

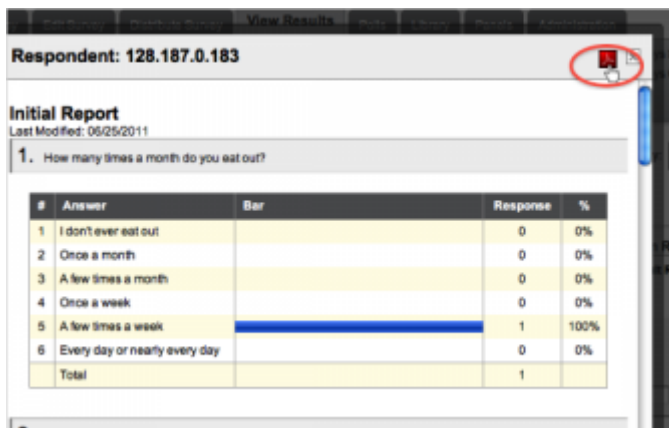
View one participant's response and download a PDF response summary for each individual response. To view an individual response,

1. Find the response you would like to view in the **Response List**.
2. Click on the **Response ID**.



| | Response ID | Respondent | Response |
|--------------------------|-----------------------------------|----------------|------------|
| <input type="checkbox"/> | R_9sLSxSY0MHrcKd6 | Survey Preview | Survey Pre |
| <input type="checkbox"/> | R_bOu4CsMTm9rO6ly | 66.29.162.34 | IP Address |
| <input type="checkbox"/> | R_0vWlvZoiMRcGsW8 | 128.187.0.183 | IP Address |
| <input type="checkbox"/> | R_0VNXXZVPKk10YGE | 71.35.207.98 | IP Address |
| <input type="checkbox"/> | R_ePyQMyqlo2VCiOA | 67.172.225.168 | IP Address |
| <input type="checkbox"/> | R_eV8lv1KcKRIhZi | 166.205.10.106 | IP Address |

3. If desired, click the **PDF icon** to download a copy of the response summary.



Respondent: 128.187.0.183

Initial Report
Last Modified: 06/25/2011

1. How many times a month do you eat out?

| # | Answer | Bar | Response | % |
|---|-------------------------------|-----|----------|------|
| 1 | I don't ever eat out | | 0 | 0% |
| 2 | Once a month | | 0 | 0% |
| 3 | A few times a month | | 0 | 0% |
| 4 | Once a week | | 0 | 0% |
| 5 | A few times a week | | 1 | 100% |
| 6 | Every day or nearly every day | | 0 | 0% |
| | Total | | 1 | |

Delete Responses

Remove specific responses from your data set. To delete a response,

1. Find the responses you would like to delete in the **Response List**.
2. Check the **box** on the left of each response you are deleting.

Select: [All](#) [None](#) With Selected: [View](#) [Delete](#)

| | Response ID | Respondent | Response Type |
|-------------------------------------|-----------------------------------|----------------|----------------|
| <input type="checkbox"/> | R_9sLSxSY0MHrcKd6 | Survey Preview | Survey Preview |
| <input type="checkbox"/> | R_bQu4CsMTm9rO6iy | 66.29.162.34 | IP Address |
| <input checked="" type="checkbox"/> | R_0vWlvZoiMRcGsW8 | 128.187.0.183 | IP Address |
| <input type="checkbox"/> | R_0VNXXZVPKk10YGE | 71.35.207.98 | IP Address |
| <input type="checkbox"/> | R_ePyQMylqo2VCiQA | 67.172.225.168 | IP Address |
| <input type="checkbox"/> | R_eV8Iv1KcdKRjhZl | 166.205.10.106 | IP Address |
| <input type="checkbox"/> | R_6zFTXy5GrAzLsTg | 69.169.132.17 | IP Address |

3. Above the response list, select **Delete**.

Select: [All](#) [None](#) With Selected: [View](#) [Delete](#)

| | Response ID | Respondent | Response Type |
|-------------------------------------|-----------------------------------|----------------|----------------|
| <input type="checkbox"/> | R_9sLSxSY0MHrcKd6 | Survey Preview | Survey Preview |
| <input type="checkbox"/> | R_bQu4CsMTm9rO6iy | 66.29.162.34 | IP Address |
| <input checked="" type="checkbox"/> | R_0vWlvZoiMRcGsW8 | 128.187.0.183 | IP Address |
| <input type="checkbox"/> | R_0VNXXZVPKk10YGE | 71.35.207.98 | IP Address |
| <input type="checkbox"/> | R_ePyQMylqo2VCiQA | 67.172.225.168 | IP Address |
| <input type="checkbox"/> | R_eV8Iv1KcdKRjhZl | 166.205.10.106 | IP Address |
| <input type="checkbox"/> | R_6zFTXy5GrAzLsTg | 69.169.132.17 | IP Address |

Alternatively, click the **Advanced Options** menu to delete **Survey Previews**, **Survey Tests**, **Imported Responses**, or **All Responses**.

Advanced Options ▾

- Import Responses...
- Generate Test Responses...
- Delete Survey Previews...
- Delete Survey Tests...
- Delete Imported Responses...
- Delete All Responses...

| Start Time | | | |
|----------------------|----------------------|--------|---|
| 30 Mar 2011 06:19 PM | 30 Ma | | |
| 30 Mar 2011 07:07 PM | 30 Ma | | |
| 30 Mar 2011 07:08 PM | 30 Ma | | |
| 30 Mar 2011 07:09 PM | 30 Ma | | |
| 30 Mar 2011 07:11 PM | 30 Mar 2011 07:16 PM | 5m 13s | ▾ |
| 30 Mar 2011 07:11 PM | 30 Mar 2011 07:15 PM | 4m 4s | ▾ |
| 30 Mar 2011 07:13 PM | 30 Mar 2011 07:19 PM | 6m 7s | ▾ |
| 30 Mar 2011 07:14 PM | 30 Mar 2011 07:18 PM | 3m 55s | ▾ |