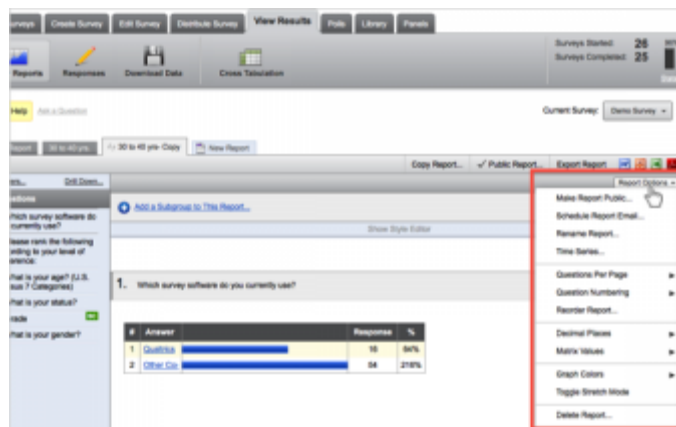


Change the general settings for your report. The Report Options drop-down list can be found on the top right of any of your Qualtrics Reports.



[Time Series](#)


Configure your report to show comparative data from different time periods. This option is useful for longitudinal studies. There are two options for setting up a time series.

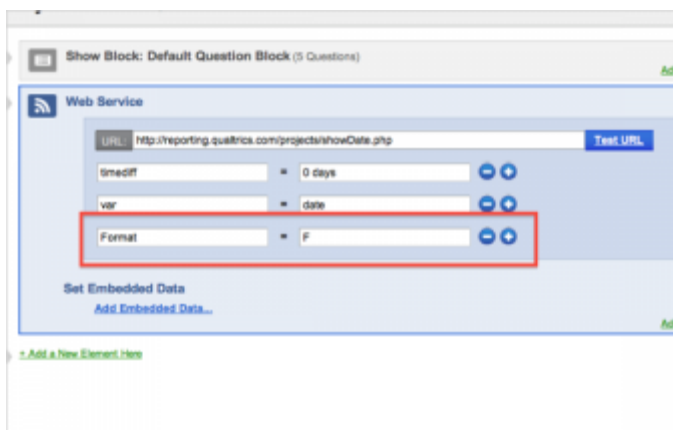
Time Series Option 1:

This option uses a web service to insert a month variable into your survey which is then saved as [Embedded Data](#). You can then use this embedded data to look at data across months:

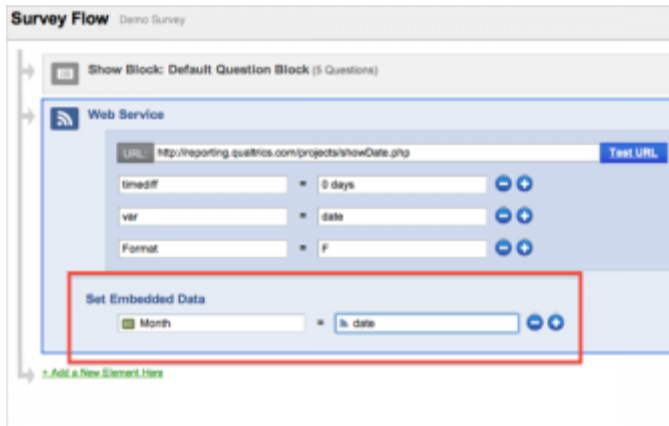
1. Follow the instructions found at the following link to set up a Date web service:

<http://www.qualtrics.com/university/display-todays-date-in-your-survey/>

2. After setting up the web service you will need to add a third variable underneath “var”. You can add this variable by clicking the blue plus button  on the right of the existing variables. Call the third variable “Format” and set the variable value to “F”.



3. You will then click on **Add Embedded Data** below and type in “Month” as the Embedded Data variable. Set the value to “date”. Save the Flow.



Now when you go to View Results, you will have an embedded data variable called Month that you can use to create a longitudinal study.

