

The Responses in Progress page shows a list of responses that have been started and not submitted. View, close, or delete these responses.

Survey Session ID	Respondent	Start Time	Last Activity	Expires	Last Question	Progress
<input type="checkbox"/> SS_1EM02nRW5q4N72A	76.8.195.82	25 Jun 2011 03:15 PM	25 Jun 2011 03:16 PM	6/23/11 6:00 AM	Q22	80%
<input type="checkbox"/> SS_3UJqNv5F5Cp4u0C	76.8.195.82	25 Jun 2011 03:14 PM	25 Jun 2011 03:15 PM	6/23/11 6:00 AM	Q18	39%
<input type="checkbox"/> SS_4Tv3ze4jmeB0Cr	76.8.195.82	25 Jun 2011 03:13 PM	25 Jun 2011 03:14 PM	6/23/11 6:00 AM	Q23	22%

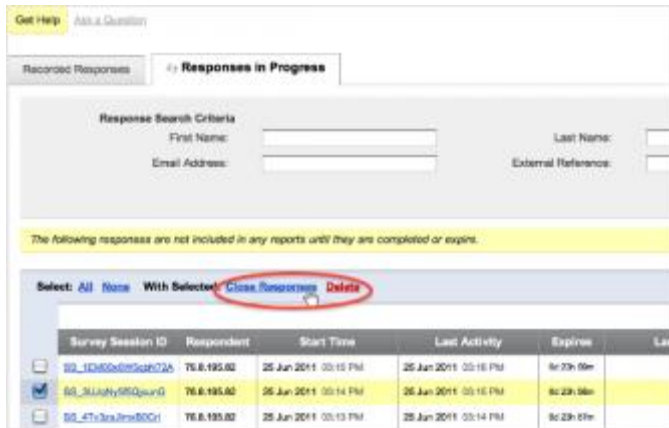
The following information will be available for each response listed:

- **Survey Session ID** – See the internal ID Qualtrics uses to track the participant.
- **Respondent** – The respondent’s name. Only displayed if the survey is not anonymous.
- **Start Time** – When the participant first clicked on the survey link.
- **Last Activity** – When the participant last switched pages in the survey.
- **Expires** – The last date the respondent will be able to access the survey if they don’t access their link again.
- **Last Question** – The last question the participant answered.

## To close or delete Responses in Progress:

1. Using the **Response Search Criteria** or flipping through the responses, locate the response you would like to close or delete.
2. Check the **box** on the left of the response.

- At the top of the **Response List**, select **Delete** to delete the response or **Close Responses** to close the response and move it over to **Recorded Responses**.



NOTE: If you choose to **close** your responses, make sure that the [Partial Completion](#) section (in Edit Survey>Survey Options) is not set to “Do not record partially completed surveys.”

## More Information

### [QTips](#)

- Qualtrics doesn't save empty responses, so if a participant hasn't answered any questions and you close their response, it won't be saved in **Recorded Responses**.
- Current respondents get priority. If you ever manually close a response and it says **Pending Close** rather than moving directly to your **Recorded Responses**, this is because the system is busy processing active responses that are being finished at the same time.