

Import Data to a Single Question in Your Survey

In some cases you may want to import data to a single question in your survey. For example, our beta version of our NPS® did not have as much functionality as our current NPS® question. If you are keeping track of your NPS question over time you'll likely want your data in one place. Using the [Data Import Tool](#), you can import data to a single question matching on a response ID.

Best Practice Tip: Data Manipulation

- As this feature involves manipulating response data after collection, we strongly recommend exporting any existing data from the survey you are importing to as a CSV/Excel file - it is always a good idea to have a backup file!
- If you need to update/import data into a live survey, we suggest temporarily closing the survey while working with the data.

To get started, [export the data](#) from your question. In this case, you will need **two columns** - the Response ID and the Question whose data you wish to import. Under **Customize Report > General** you can subset your export to these two fields or you can export all the data and delete the columns you don't need. Save your file as a .csv file.

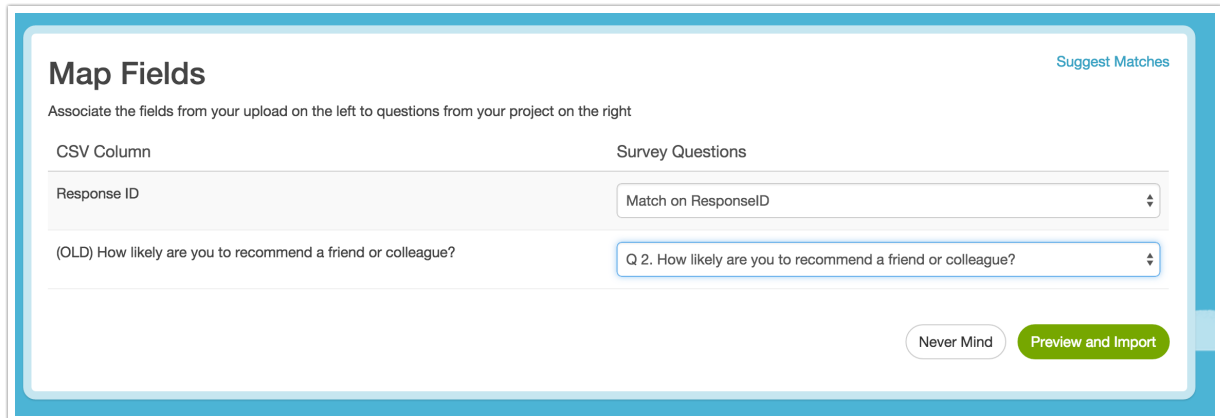
Note: You will want to make sure that the column containing your question data (Column B in the screenshot below) does not have blank fields (unless intentional). Blank fields will override any existing data with blank entries.

	A	B	C	D	E	F
1	Response ID	(OLD) How likely are you to recommend a friend or colleague?				
2	1	8				
3	2	10				
4	3	9				
5	4	6				
6	5	8				
7	6	4				
8	7	8				
9	8	10				
10	9	7				
11	10	8				
12	11	4				
13	12	10				
14	13	5				
15	14	2				

Next go to the survey with the question you wish to import to. This might be the same question or a different survey. Go to **Tools > Import Data** and click **Select file**. Once your file is selected click

Upload Data.

On the Map Fields screen for **Response ID** you'll want to select the **Match on Response ID** option; and for your question, select the field you wish to upload to. Click **Preview and Import** when you are finished mapping your fields then click **Upload**.



The screenshot shows the 'Map Fields' interface. At the top left is the title 'Map Fields' and at the top right is a link 'Suggest Matches'. Below the title is the instruction: 'Associate the fields from your upload on the left to questions from your project on the right'. The interface is divided into two columns: 'CSV Column' and 'Survey Questions'. In the 'CSV Column' column, the first row contains 'Response ID'. In the 'Survey Questions' column, the first row contains a dropdown menu with 'Match on ResponseID' selected. The second row in both columns contains the question '(OLD) How likely are you to recommend a friend or colleague?'. At the bottom right, there are two buttons: 'Never Mind' and 'Preview and Import'.

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