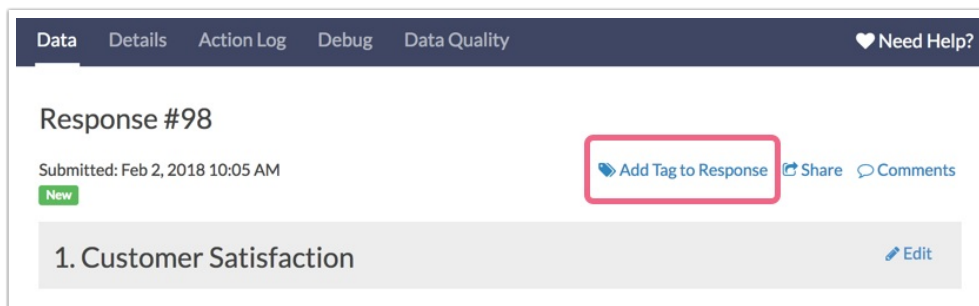


# Add a Tag to Responses and Answers

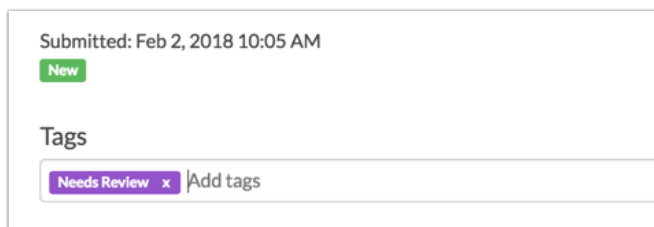
## Add Tag to Responses for Categorization

Response Tags are available to use as a survey administration tool. Use these Response tags to categorize your responses, not for Open Text Analysis. To access your survey responses, navigate to **Results > Individual Responses**.

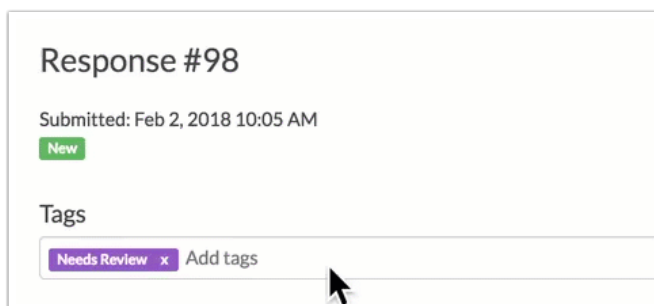
1. To add a tag, click on one of your responses and click the **Add Tag to Response** link in the top right of the **Data** tab.



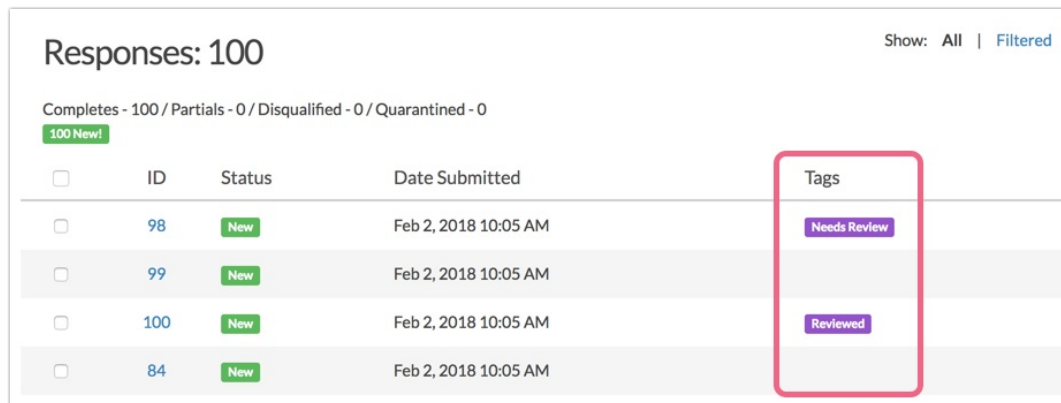
2. Type the text of your desired tag into the **Tags** field and click **Enter** to insert the tag. You can add multiple tags in this manner.



3. To remove a tag, click the **x** associated with the tag.



You can display Response tags as part of your Response grid if you wish. Check out our [Customize Response Grid Tutorial](#) to learn how!



Responses: 100 Show: All | Filtered

Completes - 100 / Partials - 0 / Disqualified - 0 / Quarantined - 0

100 New!

<input type="checkbox"/>	ID	Status	Date Submitted	Tags
<input type="checkbox"/>	98	New	Feb 2, 2018 10:05 AM	Needs Review
<input type="checkbox"/>	99	New	Feb 2, 2018 10:05 AM	
<input type="checkbox"/>	100	New	Feb 2, 2018 10:05 AM	Reviewed
<input type="checkbox"/>	84	New	Feb 2, 2018 10:05 AM	

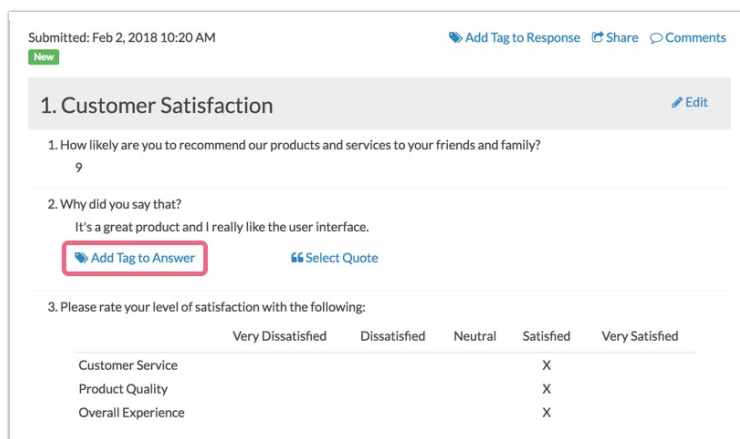
Response Tags are also included in [CSV/Excel Exports](#). You will see a column labeled **Tags** - tags will be comma-separated (if more than one tag is added to any given response).

Note: Response tagging is not supported in [encrypted responses](#).

## Add a Tag to Open Text Answers

When collecting open text data, you can use tags in the response view to categorize those responses for further analysis in our [Open Text Analysis](#) tool. Once you've tagged your answers, you can report on them using pie or bar charts that highlight the trends you've discovered. This feature is useful as you're taking a first look at your collected responses, deleting bad ones, and getting an overall sense of what people are saying.

1. To tag a response, go to the Response tab and click on a response. You will see the option to **Add Tag to Answer** under each open text field.



Submitted: Feb 2, 2018 10:20 AM Add Tag to Response Share Comments

New

### 1. Customer Satisfaction Edit

1. How likely are you to recommend our products and services to your friends and family?  
9

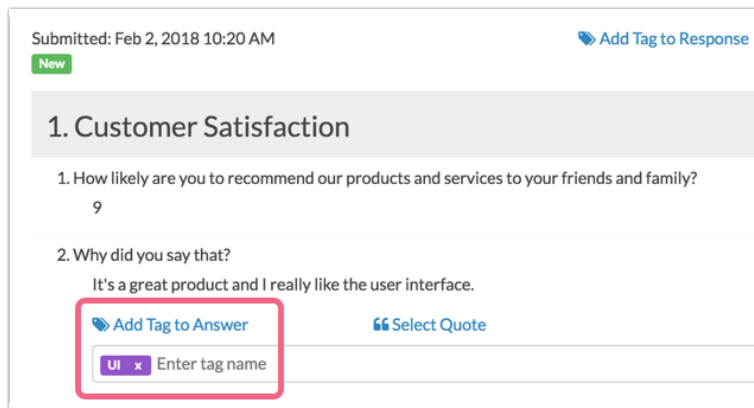
2. Why did you say that?  
It's a great product and I really like the user interface.  
Add Tag to Answer Select Quote

3. Please rate your level of satisfaction with the following:

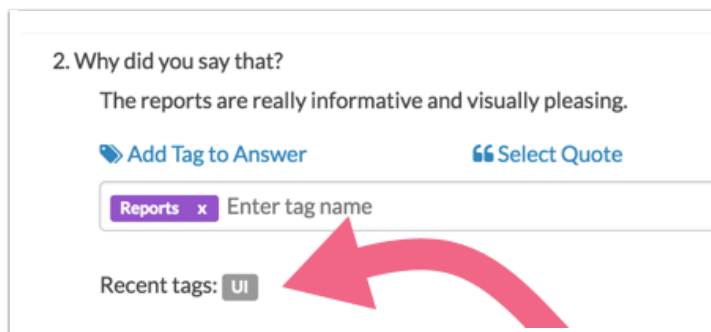
	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Customer Service				X	
Product Quality				X	
Overall Experience				X	

2. Press **Enter** after you're done typing a tag and continue adding as many tags as you need. In

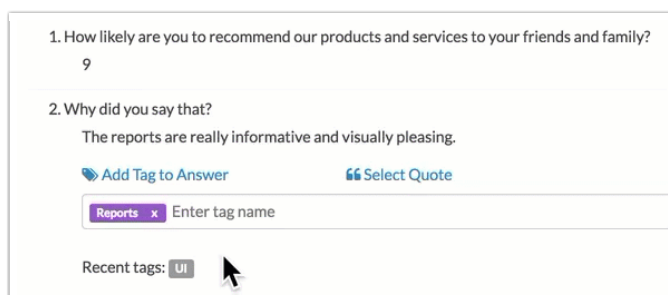
the case of the above answer, since it mentions the user interface, we have tagged it as 'UI.'



3. Navigate to the next response by using the **Newer/Older** buttons and continue to tag. Recently used tags will appear below the tag field and you can click them to automatically add them to that response. We see 'UI' since it has already been used in this case.



4. To remove a tag from an open-ended answer, click on the **x** associated with the tag.



Once you're done tagging your answers, you can move over to the [Open Text Analysis](#) tool and get moving on generating your charts!

Related Articles