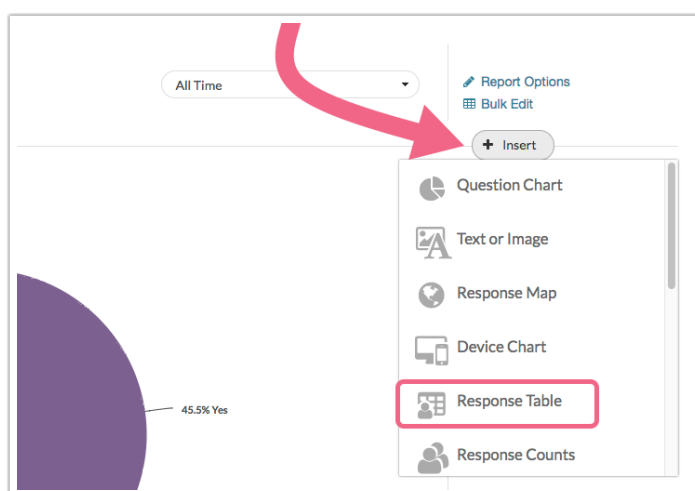# Standard Report: Response Table

Include Individual Responses in the Standard Report

Sometimes the individual responses are as important to understanding your data as the summarized/aggregated data.

1. Use the **Insert** button located between any two report elements to include a grid of your Individual Responses. Select **Response Table** from the available options.

2. After selecting this option a table of Individual Responses will be added to your report. Here you will see a list of your responses.

Sort by Column

Your Response Grid can be sorted by the default column headers of **ID**, **Status**, and **Date**. To sort by one of these column headers, click directly on the column header. Click on the column header a second time to sort in the opposite direction.

Customize Grid Columns

If you wish to customize what is displayed in the grid click the edit link to the right of the Response Table. Next, select the **Customize Grid Columns** link and select **up to 5 fields** to include. Be sure to scroll to the bottom of the window and click **Done** to apply your changes.

Customize Detail View

The **Detail View** refers to the data that is seen if a specific individual response is clicked.

If you wish to customize the data within this view, click **Edit** to the right of the Table and select **Customize Detail View**. All pages and questions will be selected by default. Simply uncheck any questions or pages you wish to exclude from view in the Individual Response.

Limitation

At this time, response tables are not available in report downloads.

Related Articles