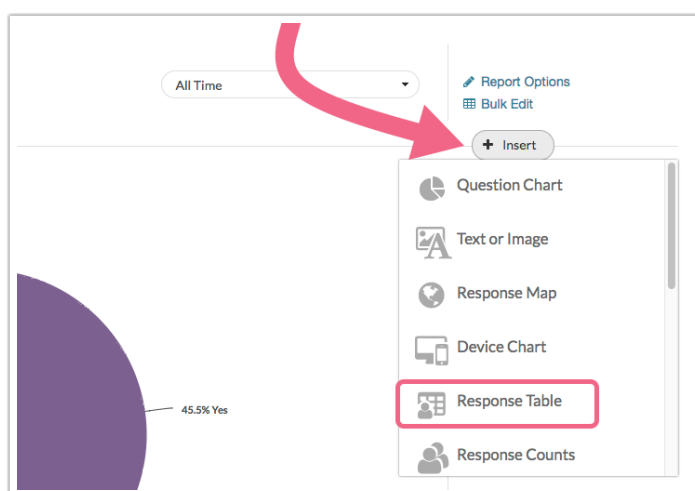


Standard Report: Response Table

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.

ID	Status	Date	
1	Complete	Sep 27, 2017 5:29 PM	View
2	Complete	Nov 13, 2017 5:34 PM	View
3	Complete	Nov 13, 2017 5:34 PM	View
4	Complete	Nov 13, 2017 5:34 PM	View
5	Complete	Nov 13, 2017 5:34 PM	View
6	Complete	Nov 13, 2017 5:34 PM	View

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.

Response Table

Search by ID (e.g. #123) or question answers

<u>ID</u> ▾	<u>Status</u>	<u>Date</u>
<u>1</u>	Complete	Sep 27, 2017 5:29 PM
<u>2</u>	Complete	Nov 13, 2017 5:34 PM
<u>3</u>	Complete	Nov 13, 2017 5:34 PM
<u>4</u>	Complete	Nov 13, 2017 5:34 PM
<u>5</u>	Complete	Nov 13, 2017 5:34 PM
<u>6</u>	Complete	Nov 13, 2017 5:34 PM
<u>7</u>	Complete	Nov 13, 2017 5:34 PM
<u>8</u>	Complete	Nov 13, 2017 5:34 PM

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 Individual Respons Grid Columns
Select up to 5 questions/options to include in the individual response detail view.

Options

- Status
- Date/Time
- Comments
- Response Tags

Multiple Choice (Select One) Questions

- Multiple Choice (Select One) Questions
- 1. Which do you prefer, cats or dogs?
- 2. Which pets do you have? (Check all that apply)
- 3. How often do you use social media:
 - Facebook
 - Twitter
 - LinkedIn
 - Google+

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.


Chart Type

Title

Response Table

Edit Description

- ⚙️ [Customize Grid Columns](#)
- ⚙️ [Customize Detail View](#)



Customize Individual Response Details View

Select the questions to include in the individual response grid.

Multiple Choice (Select One) Questions

- Multiple Choice (Select One) Questions
- 1. Which do you prefer, cats or dogs?
- 2. Which pets do you have? (Check all that apply)
- 3. How often do you use social media:
 - Facebook
 - Twitter
 - LinkedIn
 - Google+
- 4. What is your state of residence?
- 5. How many of the below products have you purchased in the past year?

Limitation

At this time, response tables are not available in [report downloads](#).

Related Articles