

# Filter Export Data

There are many reasons why you may not want to include all of your data in an Export. You may only want to see people who answer a specific question, or data from a certain date range. We allow you to do all of this with Export filtering.

Learn about [Report Filtering](#).

## What Exports can I filter?

- [CSV/Excel Export](#)
- [SPSS Export](#)

## Where can I find this?

For the purpose of this tutorial, we'll explain how to access this via a CSV/Excel Export (but the same steps apply for any export).

1. Go to **Results > Exports** and select your CSV/Excel Export.
2. Click **Customize Report > Filters**.

## What can I filter by?

You can filter by a number of different options, as well as just about any question in your survey!

### Response Status

Complete and Test responses are included by default.

Collaborator License level users can ***not*** filter on partial or disqualified responses.

### Date Range

Filtering reports by a specific date range is a popular application of filters. You could set your report to filter by a specific range such as 12/1/2013 through 12/31/2013 (which would give you data between those dates). Learn more in our [Date Filtering Tutorial](#).

You can also filter by a specific frequency of time such as -1 week, or -1 month. This means whenever you re-run your data; it would give you the latest week or month of data.

The -x days/weeks/months etc. is based on the time you run the report. If you wish to include the entire day, you'll need to add a time to your -x days filter. For example, if you wish to receive the complete list of responses from the last seven days, not including responses from today, the following filter would achieve this:

Only show responses collected between

-7 days 12:01 AM

and

-1 days 11:59 PM

Example: **10/30/2014 12:00 PM** or **-10 days** (relative to today)

### Valid Date Formats for Filtering

- 4/10/2017
- 04/10/2017
- 4/10/2017 2:14 pm
- 4/10/2017 2:14 pm EST (yes, you can specify a time zone!)
- 4/10/2017 23:59
- 10 April 2017
- +/-1 weeks, days, hours, minutes
- next/last Monday
- now

### Response IDs

Using both the Include Response IDs and the Exclude Response IDs fields you can filter to include or exclude specific response IDs.

### By IP Address

This allows you to remove duplicate responses that were recorded from the same IP address. You can either keep the newest or oldest response.

### Filter by Campaign

If you have multiple share links (email campaigns, tracking links, embeds, etc.), you can filter by specific links.

### Filter Rules

This option allows you to filter by specific questions in your survey. You can also filter based on geo data, URL variables, and email campaign contact data.

## Edit Report Settings

GENERAL
SETTINGS
FILTER
SHARE
♥ NEED HELP?

**Response Status**

- Complete
- Disqualified
- Partial
- Test

**Only show responses collected between**

and

Example: 02/11/2015 10:54 AM or -10 days (relative to today)

**Filter Quarantined Responses**

- Remove Responses Flagged as Quarantined

**Filter By Response IDs**

**Exclude Response IDs**

**By IP Address**

- Remove duplicate responses by IP Address

**By Campaign**

- Hidden Link
- Default Link

**Report on responses matching these rules:**

[Remove All Logic](#)

--Select a condition--

is exactly equal

+ Add Condition
+ Add Group

### Fields Not Available for Filtering

Option, Question, and Paged Piped questions cannot be used in filters.

## Add Conditions or Groups of Conditions

Once you've added a single rule to filter your responses, you can add additional Conditions or Groups of conditions.

To add another Condition to your filter, click the **+Add Condition** below the first rule you've created. Additional rules can be used in conjunction with the existing rule (AND) or to create a separate exclusive condition (OR).

Report on responses matching these rules: [-- remove](#)

Q 1. What is your gender? is in list  Male  Female

and And/Or

Q 2. What race do you identify as is in list  Asian/Pacific Islander  Black/African-American  Native American/Alaska Native  Hispanic  Caucasian  Other

[+ Add Condition](#) [+ Add Group](#)

To add a new Group of Conditions, click **+Add Group** and create your rule(s) that can be used in conjunction with the first group or exclusively.

Report on responses matching these rules: [— remove](#)

**Group 1**

Q 1. What is your gender: is in list  
 Male  
 Female

and

Q 2. What race do you id is in list  
 Asian/Pacific Islander ✖  
 Black/African-American  
 Native American/Alaska Native  
 Hispanic  
 Caucasian  
 Other

[+ Add Condition](#)

and

**Group 2 ✖**

Region is exactly CA

or

Region is exactly HI ✖

[+ Add Condition](#)

[+ Add Group](#)

In the above example, the report would filter responses from respondents that said they were women of Asian/Pacific Island descent who live in California or Hawaii.

## What Does a Filtered Export Look Like?

It is important to note that filtering will only affect the data displayed within your report. Filtering will not affect which questions or answer options are displayed.

A default, un-filtered CSV/Excel Export will display all questions as column headers along with all data in the associated columns.

R	S	T	U	V	W	X
Country	City	Region	Postal	What is your gender?	What race do you identify as?	
United States	Boulder	CO	80301	Male	Caucasian	
United States	Boulder	CO	80301	Male	Other	
United States	Boulder	CO	80301	Female	Caucasian	
United States	Boulder	CO	80301	Male	Hispanic	
United States	Boulder	CO	80301	Female	Other	
United States	Boulder	CO	80301	Male	Caucasian	
United States	Boulder	CO	80301	Female	Black/African-American	
United States	Boulder	CO	80301	Male	Asian/Pacific Islander	
United States	Boulder	CO	80301	Male	Other	
United States	Boulder	CO	80301	Female	Asian/Pacific Islander	
United States	Boulder	CO	80301	Male	Black/African-American	

A **filtered** export will display all questions, but will only display the data according to your filter rules.

R	S	T	U	V	W	X
Country	City	Region	Postal	What is your gender?	What race do you identify as?	
United State	Boulder	CO	80301	Male	Caucasian	
United State	Boulder	CO	80301	Male	Other	
United State	Boulder	CO	80301	Male	Hispanic	
United State	Boulder	CO	80301	Male	Caucasian	
United State	Boulder	CO	80301	Male	Asian/Pacific Islander	
United State	Boulder	CO	80301	Male	Other	
United State	Boulder	CO	80301	Male	Black/African-American	

Related Articles