Include/Exclude Partial Responses in a Report or Export

Our Standard Reports will include Complete, Partial, Disqualified, and Test data by default. To override this:

- Click on the Filter option in the left-hand panel
- Click Add Filter and select the By Response Status option.
- Last, uncheck the response status/es you wish to exclude. Click **Save Filter** when you are finished.

Show and hide certain respo hat you select.	onses based on criti	eria	Custo	mer	Repo	ort	
4	,		All Time			•	
Add Filte	er •		Response	Counts			
Compare Segments		^	Completion Rate:	75%			
Compare results between two or more groups of responses		of			Complete		3
					Partial		1
	1						Total: 4

When accessing your report, you may also notice the following notification (if your report contains **Test Data**). Click the **add filter to exclude test data** link to quickly create a filter including **Complete**, **Partial**, and **Disqualified** responses.

▲ This report contains both test data and real data. × For an accurate report add filter to exclude test data, You may also delete all test responses or mark all test responses as real.					
Q1 Customer Report	All Time	-	Report Options Bulk Edit Insert		

All of our other reports and exports will include Complete and Test responses by default. If you are looking to include partial responses in addition to completes, here's how!

- Go to the Report/Export tab and edit your report or export.
- Click to Customize Report.
- On the Filter tab, check the Partial checkbox under Response Status. Save and Run/Refresh your report or export.

Edit Report Settings							
General	Options	Filter	Style	Share			
Response Status							
Complete							
Disqualified							
Partial							
✓ Test							

If you need to exclude Partial responses from your reports/exports, the same process applies. Simply make sure that **Partial** is not checked in the Response Status Filter section.

Related Articles