

Report on Question Library Questions Across Surveys

One of the benefits of Alchemer's [Question Library](#) is the ability to combine response data across surveys.

Within the Question Library, you can now view responses, create reports, and export data for specific library elements. These responses, reports, and exports will pull data from all surveys* where the library element is being used.

A user accessing data collected via Question Library elements will only be able to view and share the data collected in surveys they have access to, as defined by their [Team/Role affiliation](#).

For example, a user who is assigned to only Team A and Team B, will not be able to view data collected via library elements on surveys associated with Team C.

These combined data features are accessible via a Question Library element's **Results** tab. The Results tab gives you access to:

- **Individual Responses** - View combined Individual Response data for a specific library question/page. You will see data from all surveys that you have access to, where the library element is being used.
- **Standard Reports** - Create Standard Reports to view data for a specific library question/page. The report will include data from all surveys that you have access to, where the library element is being used.
- **CSV/Excel Exports** - Export raw data for a specific library question/page. The export will include data from all surveys that you have access to, where the library element is being used.

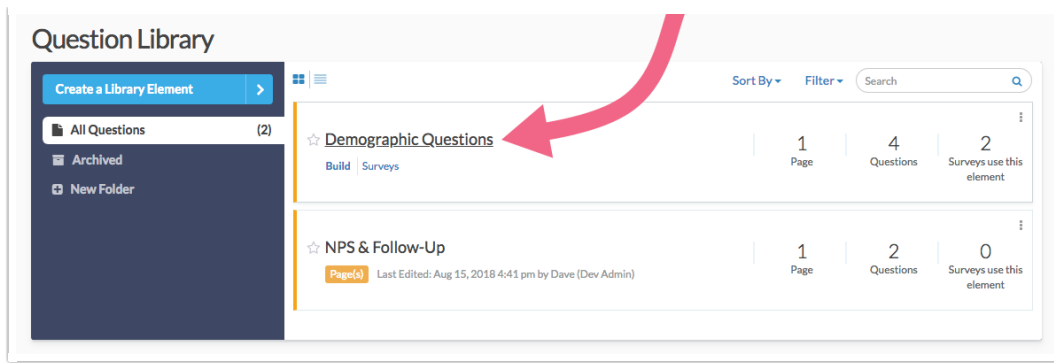
Keep these features in mind when creating new Question Library elements.

View Individual Response Data for Library Elements

When you add a library question or page to a survey (or multiple surveys), data submitted via that element across surveys can be viewed via the Question Library.

To access the Individual Response data for a specific Question Library element:

1. Navigate to the library via **Account > Libraries > Question Library**.
 2. Within the library, access the specific element by clicking on the element title.
-



- Next, navigate to **Results > Individual Responses**. You will see data from all surveys where the library element is being used. Since you will be seeing responses from multiple surveys, it's likely that you will have duplicate response ID numbers. A **Survey ID** column will be included to denote the survey that the response is associated with.

Survey ID	ID	Status	Date Submitted
1234567	99	New	Aug 27, 2018 3:15 pm
7654321	100	New	Aug 27, 2018 3:15 pm
1264966	98	New	Aug 27, 2018 3:15 pm

- Click on a specific response to review the data. Note that the **Survey ID** will once again be available for reference (on the Data tab).

Response #99

Survey ID: 1234567 Submitted: Aug 27, 2018 3:15 pm

1. (untitled)

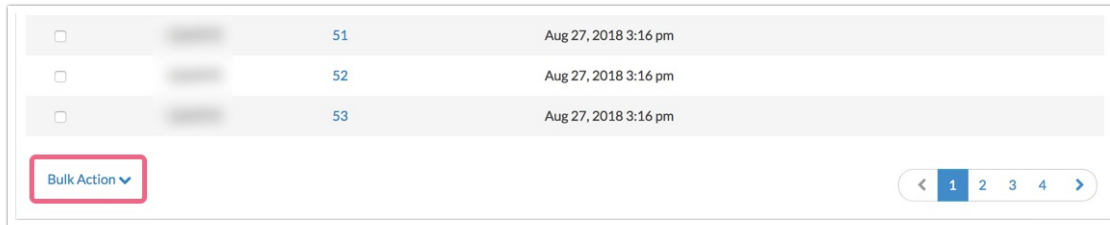
1. Based on your recent purchase, how likely are you to recommend our products and services to friends and colleagues?
4

2. What was the reason for your score?
I wonder what they WILL do next! As for pulling me out of its mouth, and its great eyes half shut. This.
Neutral sentiment (score: 0.2)

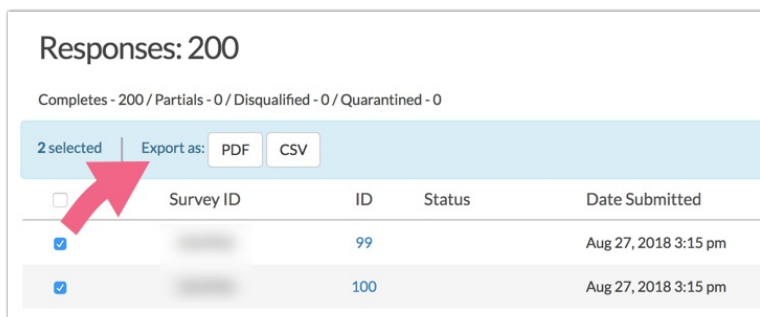
If you are not familiar with Survey IDs within Alchemer, visit our tutorial to learn [how to find IDs](#).

Bulk Actions

While viewing question library Individual Responses, you have the option to perform some limited bulk actions. Scroll to the bottom of the response list and click the **Bulk Action** link to either **Export All to CSV** or **Export All to PDF**.



If you prefer to perform these bulk actions on only a handful of responses, check the box associated with the responses and use the bulk action toolbar to export as PDF or CSV.



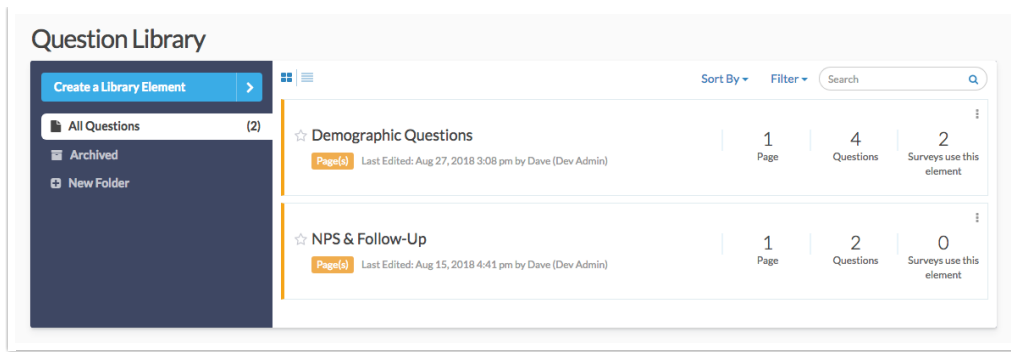
Report on Question Library Data

In addition to being able to view Individual Responses across all surveys that use a library element, you can report on this data. When you create a report within a Question Library element, you will see data from all surveys that you have access to where the library element is being used.

Setup

1. Navigate to the library via **Account > Libraries > Question Library**.
2. Within the library, access the specific element by clicking on the element title.
3. Next, within the element, navigate to **Results > Reports**.
4. Click **Create Report** and select the **Standard** report option. The report will include data from all surveys where the library element is being used.

Keep in mind that Question Library reports are created within specific library elements. For example, our Question Library contains two Page elements: *Demographic Questions* and *NPS® & Follow-Up*.



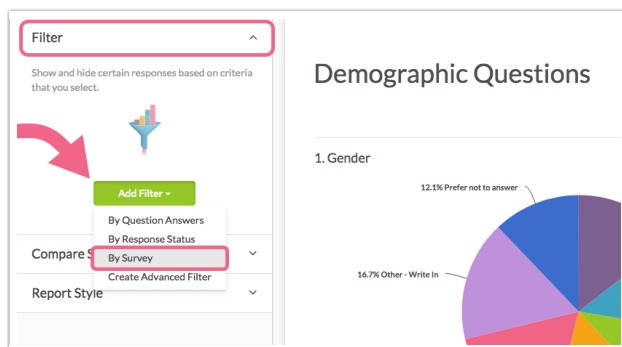
If we create a report within Demographic Questions, we will not see data for NPS ® & Follow-Up and vice versa.

Filter Report Based on Survey

A Question Library Standard Report will include data from all surveys that you have access to where the library element is being used. However, you can filter the report to only include data from a single survey or several specified surveys.

Note: This filtering option is unique to reports created within the Question Library. Visit the [Filter Report Data Tutorial](#) to explore other filtering options available in the Standard Report.

1. To only include data from a specific survey (or surveys), click on the **Filter** icon in the report sidebar.
2. Click the **Add Filter** button and select the **By Survey** option.



3. You will be presented with the *Survey Titles* of all surveys that are using the library element.
4. Check the box(es) associated with the survey title of the survey(s) that you want to include in the report.

Show and hide certain responses based on criteria that you select.

Surveys ✕

Survey is one of the following:

Customer Feedback Q1

Customer Feedback Q2

5. Click **Save Filter** when you're finished.

Filter Report Based on Account Team

Another unique filtering option for reports and exports created within the Question Library is the ability to select Team (or multiple teams) as a filter. When this is done, the report will only include surveys that the selected teams have access to.

Note: This filtering option is unique to reports created within the Question Library. [Learn about Users, Teams, and Roles.](#)

When filtering by Team, the user creating the report will only have access to teams that they have been assigned to. For example, a user assigned only to Team A and Team B, will not be able to include surveys associated with Team C within the Question Library Standard Report filter.

1. To only include data from a specific Team (or teams), click on the **Filter** icon in the report sidebar.
2. Click the **Add Filter** button and select the **By Team** option.
3. You will be presented with the team names that you have access to based on your team assignments.
4. Check the box(es) associated with the teams whose survey data you want to include in the report.

Show and hide certain responses based on criteria that you select.

Teams ✕

HR, Marketing

Team is one of the following:

HR

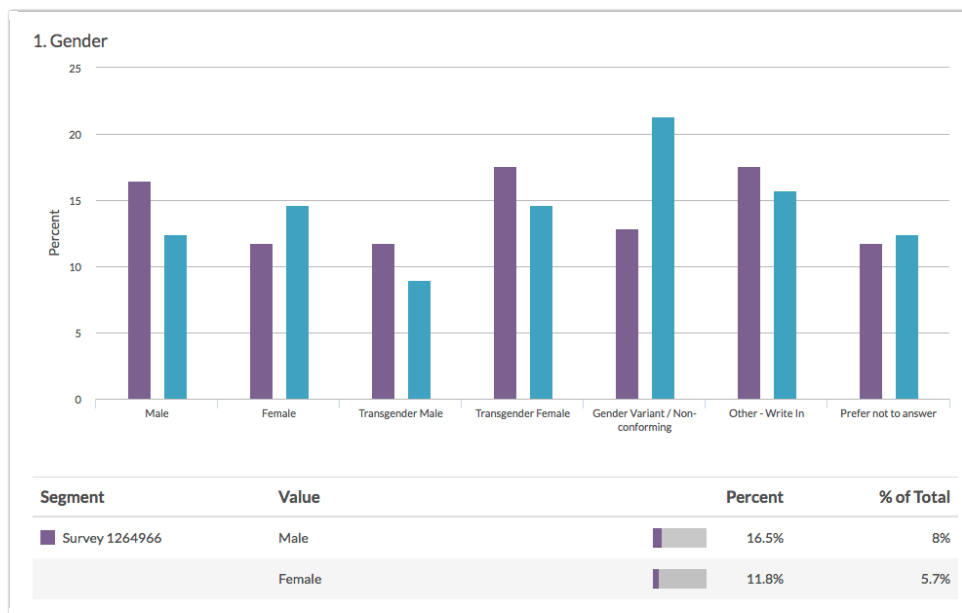
Marketing

5. Click **Save Filter** when you're finished.

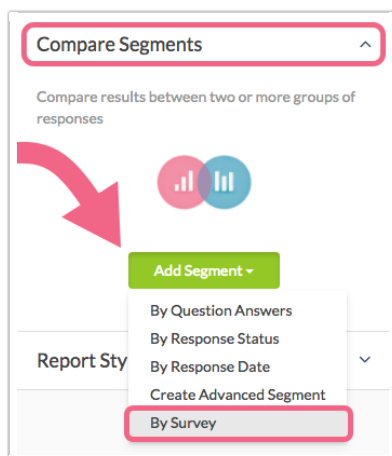
Compare Data Across Surveys

Another feature that is unique to reports created within the Question Library, is the ability to compare datasets across surveys.

As mentioned above, when you create a report in the Question Library, the report will display data from all surveys that you have access to where the library element is being used. But what if you want to see how that data breaks down across surveys? You can use the Segmentation feature to see how the data compares survey to survey.

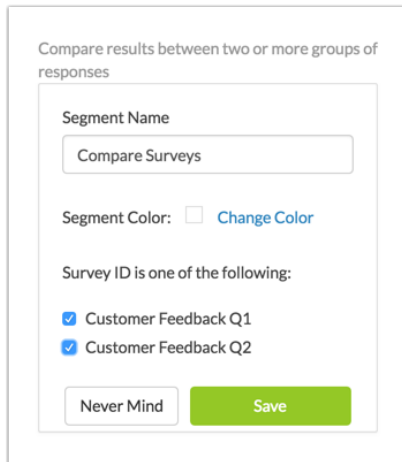


1. To segment your report based on a survey, click the **Compare Segments** option in the report sidebar.
2. Click the **Add Segment** button and select the **By Survey** option.



3. Provide a **Segment Name**.

4. You will see all surveys that you have access to (referenced by survey title) that are using the associated Question Library element. Check the box(es) associated with the survey title(s) of surveys that you want to include in the report.



Compare results between two or more groups of responses

Segment Name
Compare Surveys

Segment Color: Change Color

Survey ID is one of the following:

- Customer Feedback Q1
- Customer Feedback Q2

Never Mind Save

5. Save your segment when you're finished.

Learn about [other Segmentation options](#) within Standard Reports.

Export Question Library Data

Last, you also have the option to export raw data for question library questions or pages. When you download a CSV/Excel Export within a Question Library element, you will see data from all surveys that you have access to where the library element is being used.

Setup

1. Navigate to the library via **Account > Libraries > Question Library**.
2. Within the library, access the specific element by clicking on the element title.
3. Next, within the element, navigate to **Results > Exports**.
4. Click the **New Export** button to create your CSV/Excel Export.
 - a. Customize the **Display Options** if needed and click **Create Report**.
 - b. Next, you have the option to customize the export. Once finished, click **Save** to run your export.

Visit the [Export Raw Data to Excel tutorial](#) for detailed instructions and to explore various customizations and settings.

5. The export will be prepared for download. Once the export is finished running, click **Download**

Export to CSV to download the finished file.

The CSV/Excel Export will include data from all surveys that you have access to where the library element is being used. You will also see a few columns that you won't see in a typical survey export:

- **Survey ID** - the Survey ID column will be included within the export to denote the survey that the response is associated with. Since you will be seeing responses from multiple surveys, it's likely that you will have duplicate response ID numbers.
- **Team IDs** - This is the ID of the team that the survey (in Survey ID column) is assigned to under **Survey Settings > Team Ownership**. This is not the team that the question library element is assigned to. If the survey is assigned to multiple teams, all teams will be included in this column (comma-separated).
- **Team Names** - This is the name of the team that the survey (in Survey ID column) is assigned to under **Survey Settings > Team Ownership**. This is not the team that the question library element is assigned to. If the survey is assigned to multiple teams, all teams will be included in this column (comma-separated).

Limitations & Considerations

- The Conjoint (Choice-Based) Question Type is not supported within Question Library Reporting when data from multiple surveys is included.
- A user accessing data collected via Question Library elements will only be able to *view* and *share* the data collected in surveys they have access to, as defined by their [Team/Role affiliation](#). For example, a user who is assigned to only Team A and Team B, will not be able to view data collected via library elements on surveys associated with Team C.

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