Viewing Individual Responses

To view individual survey responses:

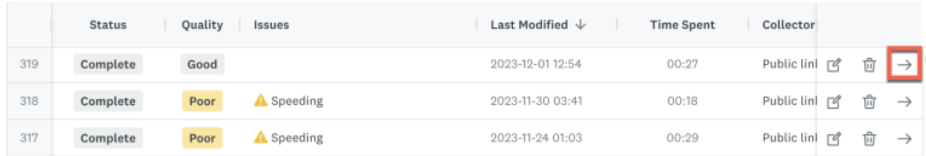
1. Go to the **Analyze Results** section of your survey.
2. Click the **Individual Responses** tab toward the top of the page.
3. Switch between the **Table** and **Single** response view in the top right corner.

Table View

Table view is only available for surveys with fewer than 1,000 responses. Once you reach 1,000 responses, you'll only see the Single view.

The Table view shows all responses in a table format. Scroll to the side in the table to view each question and any custom variables. If a question type can't be shown in the table, the column will be grayed out.

To view a single response in detail, select the **arrow** at the end of the row.



TIP! To sort data in the table, click the header of the column you want to sort by.

Rearranging the Table

Drag and drop columns to rearrange the table. The table returns to the default order when you leave the page.

Editing and Deleting Responses

You can edit or delete responses in the table. Learn how to edit or delete responses.

TIP! Create a filter to hide **Incomplete** responses instead of deleting them. When the response status is **Incomplete**, the survey may be in progress.

Adding Custom Columns

Custom columns are available on Standard plans and higher - see what's on your plan.

Add up to 10 columns and enter your own notes in the table. You can sort responses by these columns later. To create a new column:

1. Select **Add new column**. You'll find the new column at the end of the table, highlighted in green.
2. Enter a name for the column, or keep the default name.

> **TIP!** Double-click the column header to edit the name.

To enter notes in the column:

1. Click a cell in the notes column.
2. Type your note.
3. Press **Enter**.

Long notes may not be fully visible. You can resize the column to view the rest of your note.

Deleting Custom Columns

To delete a column:

1. Hover over the column header.
2. Select the **trash can** icon.
3. At the confirmation message, select **Delete**.

Filtering by Cells in Custom Columns

To filter the table by data in your custom columns:

1. Select **Rules** from the toolbar, then select **+ Filter**.
2. Select **Filter by Respondent Metadata**.
3. Find the field with your custom field's name, then enter the value to filter by.
4. Select **Apply**.

Respondent Metadata in Table View

In the table for each response, you'll see the following respondent metadata:

Metadata	Description
Status	The response status: Complete, Partial, Disqualified, or Over Quota.
Quality	The quality of the response: Good or Poor.
Issues	Any flagged issues with the response. Issues display if a response is marked as Poor.
Last Modified	The time that the survey taker submitted or edited the survey.

Single Response View

Single view shows each survey taker's response one at a time. Use the left and right arrows to browse responses. See additional actions and keyboard shortcuts at the end of this page.

Respondent Metadata in Single Response View

At the top of each individual response, you'll see the following respondent metadata:

Metadata	Description
Completeness	The response status: Complete, Partial, Disqualified, or Over Quota.

Collector	The collector nickname and type.
Start Date & Time	The time the respondent accessed the survey by clicking the survey link. When browsing responses or viewing exported data, this is determined by the timezone of your computer or device.
Last Modified	The time the respondent clicked Next or Done, or the respondent's most recent activity if you allow Response Editing.
Time Spent	The difference between the Started and Last Modified times.
IP Address	Recorded if Anonymous Responses is turned off.
Language	Recorded if you sent a multilingual survey.
Email Address	Recorded if you sent your survey via Email Invitation and have Anonymous Responses turned off.
First & Last Name	Recorded if you sent your survey via Email Invitation or Text Message collectors, included this custom data, and have Anonymous Responses turned off.
Custom Data 1	Recorded if you sent your survey via Email Invitation or Text

Message collectors, included this custom data, and have Anonymous Responses turned "off, include all respondent information" or "on, only exclude personal information".

Your exported data displays a Respondent ID. This number is unique to the response, not to the respondent. Each new response is assigned a unique number.

Additional Actions & Keyboard Shortcuts

When browsing individual responses in Single view, you may find some of the following actions and shortcuts handy.

- To skip directly to a specific respondent, click the **Respondent #** drop-down menu and enter the number.
- Use the **All Pages** drop-down menu to show **All Pages** or only one page at a time.
- **Edit**, **Delete**, or **Export** an individual response in the upper-right corner of the grey box with the respondent metadata.
- Use the **left arrow key** ← on your keyboard to view the previous respondent.
- Use the **right arrow key** → on your keyboard to view the next respondent.

Filtering by Respondent Metadata

You can filter your survey results by respondent metadata. When creating the filter, you can use different symbols in some search fields to help you find the responses you're looking for. It isn't possible to use symbols to search the email address or IP address fields.

Search symbols

Search Symbol	Use	Search Exampl
No symbol	Find responses including this phrase	**ap**
^	Find responses beginning with this phrase	^I love
$	Find responses ending with this phrase	@surveymonke
.*	Find responses that included the phrase mentioned with a wildcard in the middle	J.*@surveymor
\	Find responses	\$

that include these special characters: ^ $ * ( )	\(Frontend\)

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