

Use Data & Analysis module

The Data & Analysis module allows you to manage, add information to, and analyze individual participant responses. The module is organized into three tabs: Data, Text, and Cross Tabs.

My Projects > Customer Satisfaction

Projects Contacts Library Admin Help & Feedback

Survey Distributions **Data & Analysis** Reports

Data Text Cross Tabs

Add Filter

Completed Responses **10**
Responses in Progress **0**

With Selected Page 1 of 1

Export Data... Tools

<input type="checkbox"/>	Recorded Date	Q1 - How old are you?	Q3 - What is your annual income range?	Q4 - What is the highest level of education you have completed?	Actions
<input type="checkbox"/>	Jan 15 2016 11:19 AM	18-29	\$40,000 - \$49,999	Doctoral Degree	<input type="checkbox"/>

Across these three tabs, you can

- View, filter, tag, and delete [Completed Responses](#)
- Perform text analytics on Text Entry questions
- Create [cross tabulations](#)
- View, close, delete, or download [Responses in Progress](#)
- [Export](#) and [import](#) responses
- [Create a PDF report](#) of an individual response
- Issue [retake survey links](#)
- Delete Survey Previews, Survey Tests, and other types of responses.

Completed VS In progress

Responses are divided into two categories: [Completed Responses](#) and [Responses in Progress](#).

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- **Completed Responses:** Responses that are closed and recorded in your dataset. These include responses submitted when a survey is completed and partial responses that are closed. For more information, visit our [Completed Responses](#) page.

- **Responses in Progress:** Responses that have been started but not submitted or closed. Responses in Progress move to Completed Responses when a respondent submits their survey, the survey session is manually closed, or the survey session expires. For more information, visit our [Responses in Progress](#) page.