

Manage responses

Completed responses

Completed Responses include any survey response that was 100% completed by the respondent, as well as any partially completed responses that have been closed out. While both Completed Responses and Responses in Progress appear in the Data tab, only Completed Response data is used in Text and [Cross Tabs](#).

Click on the following links to find answers for:

- [Filtering Responses](#)
- [Choosing columns](#)
- [Viewing individual responses](#)
- [Exporting an individual response to PDF](#)
- [Deleting responses](#)

Responses in progress

Responses in Progress are responses that have been started but not submitted. Responses in Progress become [Completed Responses](#) when

- A respondent submits a survey
- A survey is manually closed from the Responses in Progress page
- A survey or survey session expires.

While still in the Responses in Progress, you can view, close, or delete these responses.

Click on the following links to find answers for:

- [Viewing responses in progress](#)
- [Closing responses in progress](#)
- [Deleting responses in progress](#)
- [Searching responses in progress](#)
- [Downloading responses in progress](#)

Tagging responses

Response tagging allows you to add information to responses after they've already been [recorded](#). You can categorize based on items like age, dates, or certain answers to questions without having to set up [Branch Logic](#) and [Embedded Data](#) fields before launching the survey. You can also annotate responses or easily categorize text entry data.

Click on the following links to find answers for:

- [Field types](#)
- [Creating a new custom field](#)
- [Tagging an individual response](#)
- [Tagging multiple responses](#)

Import responses

You can use the Import Data option in the Data & Analysis module to combine responses from two identical surveys, re-upload edited data, or bring in your own data.

Click on the following links to find answers for:

- [Preparing your survey](#)
- [Preparing your data](#)
- [Importing your responses](#)
- [More information](#)

Combining responses

If necessary, you can combine response data from two surveys. The steps differ depending on whether you are combining data from two identical surveys or two dissimilar surveys (not recommended).

Click on the following links to find answers for:

- [Combining responses from identical surveys](#)
- [Combining responses from dissimilar surveys](#)
- [More information](#)