Viewing Data in Real Time

Qualtrics allows for the user to monitor responses to the survey in real time. An Initial Report is automatically generated for each survey that is administered. Additionally, the user can also create more specific reports by applying filters based on demographic data that is either embedded in the panel or asked on the survey. This document will outline how to access the Initial Report, as well as creating new reports and applying filters.

**Viewing the Initial Report**

1. Click the View Results Tab, then the View Reports button and click on the Initial Report link.

2. This will take you to the report that Qualtrics generate. Each question on your survey is listed down the left-hand column. Clicking on any question will pull the data for that question. Only one question at a time can be viewed through this mechanism. You can export the full report to Word, Powerpoint, Excel, or as a PDF using the circled buttons. You can also manipulate the format of the table or add graphs in this report.
Creating a New Report

1. Let’s say I wanted to create a report for the Business school. There are two ways that you can start the process of creating a new report. From the Select a Report page, instead of clicking the Initial Report link, you can click the Create a New Report link. Alternatively, from the data viewing page seen in Step 2 above, you can click the New Report tab. I prefer the latter approach as it easily lets me rename the report what I want it to be called.

2. This new report is currently identical to the Initial Report in that all responses are being considered. To look at just the responses of business students, click on the Add a Filter to This Report link. You can either filter on a question in the survey or on embedded data in your panel. Since I have college affiliation embedded in my panel, I have changed the filter from Question to Embedded Data. I then had to specify the variable name and value I want to filter on. In this case, the college variable is called ACADGRP and setting that equal to CCOMM (for College of Commerce), I am able to select just the Business students.
3. In faint grey text under the filter box, it reads “Show Style Editor”. By clicking this text, you will be able to change the chart colors, and font style, size, and color. You can also add graphs and tables to your report by clicking the appropriate buttons as indicated in the Viewing the Initial Report section of this document. Similarly, this report can be downloaded as a Word, Excel or Powerpoint object, or as a PDF.

4. Once you are done with this report, it will be added to the list of reports on the Select a Report page. You can access the report through that page or you can click the appropriate tab from the data view page.