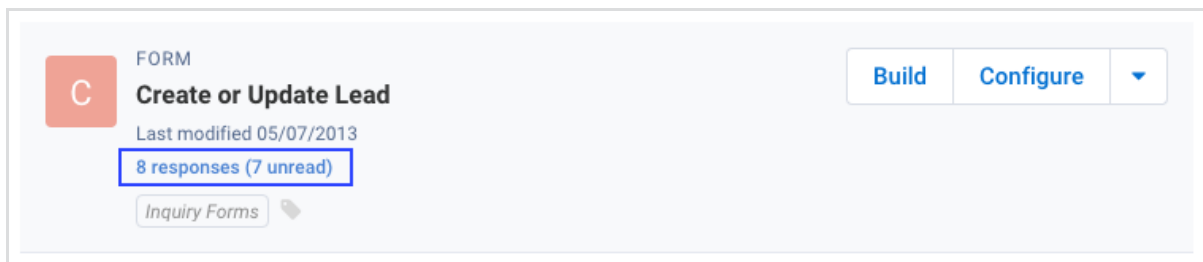# Reports

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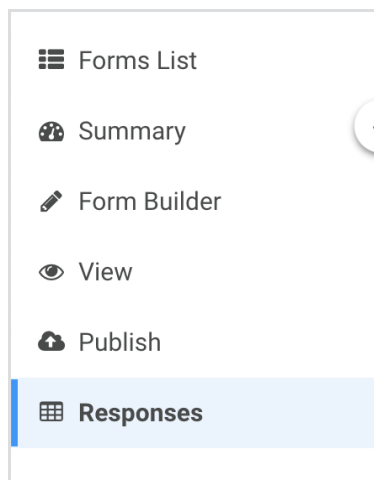
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Access Reports

You can access your form's responses by clicking on **the responses count** under the title for each form.

Or click **Configure > Responses.**

By default, the **Report** opens to the form's most recent responses. At the bottom of the page, you can select to view 10, 25, 50, or a custom number of responses per page.

Search and Filter Responses

You also have the option to search and filter your responses for viewing or before you download a

report.

You can search your responses using a *minimum of 4 characters* across all fields in all the responses or you can search from within a specific field. If you are searching a multi-word phrase, you will need to enclose it in quotes in the search field and search all fields rather than narrow the search to one field.

You can filter responses by date and status options by clicking **Additional Filter Options**.

You can filter your responses further by using any combination of the following criteria: unstarred, starred, complete, incomplete, invalid, read, and unread. Additionally, you can filter by a specific date range as well.

Once you have set your search and/or filter settings, click **Apply All Filter Options,** and the settings will be processed. From here, you can view your responses or choose to download a report with the newly applied settings. In forms where the response creation and submission date are not the same dates, the "To" and "From" search filters will filter based upon the creation date.

Note: If you do not view your search query in the returned responses, click **Edit Table Columns** to display the specific field you searched within on the report.

Search is available to all users. The feature can be used on all responses that have been indexed, which is currently the default for all new responses submitted. Responses received before 2017 will need to be manually indexed.

Responses will always be ordered chronologically by the submit date within the report view. In order to change how your responses are ordered, you will need to export them.

Edit Table Columns

When viewing your response report you can choose to view all response fields or select only specific fields to view. To begin, click the **Edit Table Columns** button:
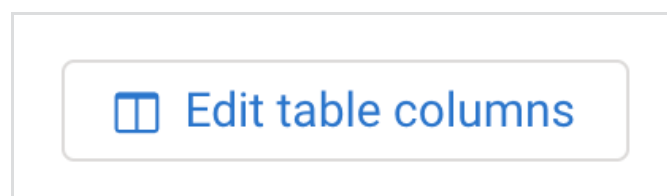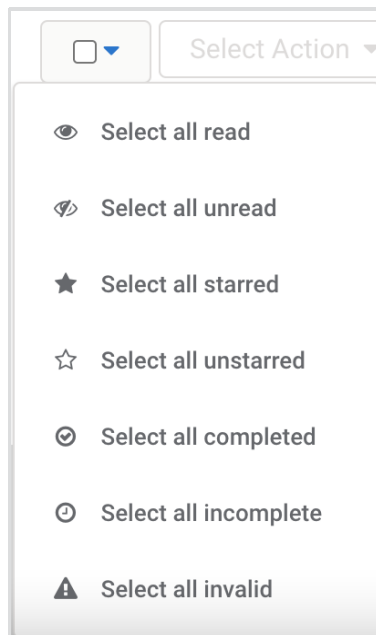

From there, you'll be able to select which fields (columns) you would like to view and reorder the fields by using the 3 bars on the right. The settings you select here will also be applied to any reports that you download.
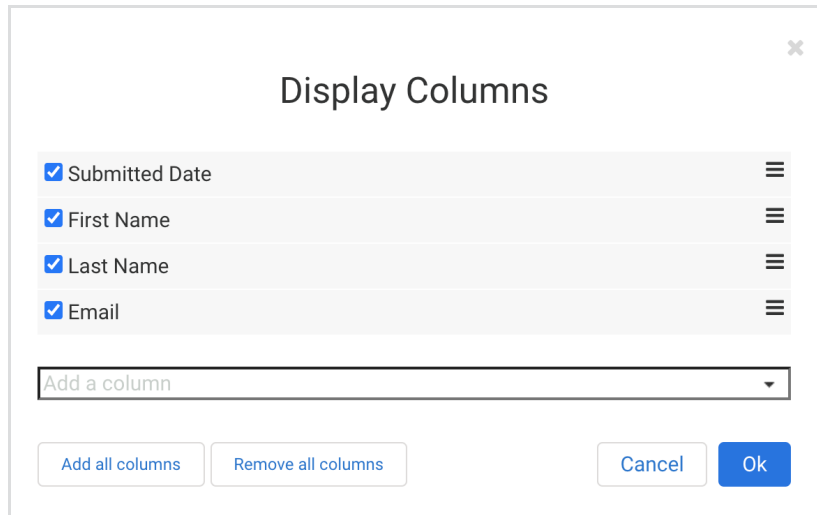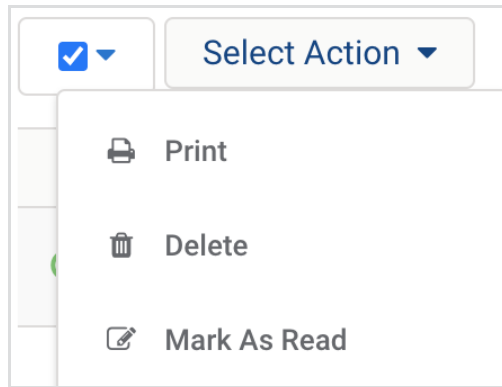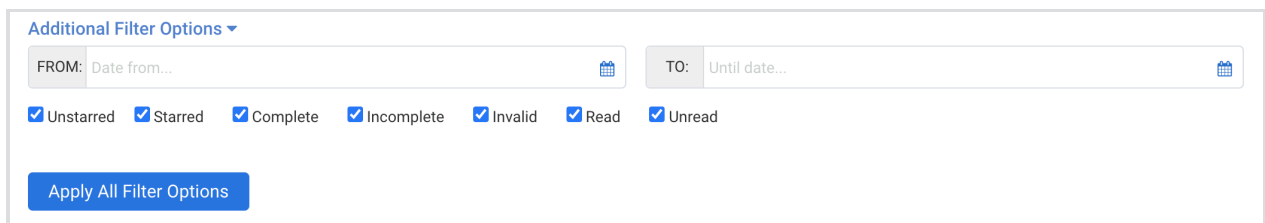
Selecting Responses

Above your response data, you can use the checkbox dropdown menu to select specific responses:

From this menu, you have the option of selecting your read, unread, starred, unstarred, complete, incomplete or invalid responses. Once those responses have been selected you can then choose to print, delete, or mark them all as read from the "Select Action" dropdown menu.


Filter by a Specific Date Range

To view or export responses within a certain date range:

1. Expand the **Additional Filter Options**.

2. Enter a date or click the calendar icon to select a date for the **from** and **to** options.

3. Click the **Apply All Filter Options**.

To remove the filters, click the X icon to the right of each filter field to clear it. **This search will be based on the response creation date.**
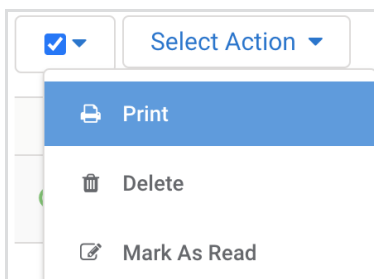

Delete Responses

To delete responses on the report page, select each box separately or use the **toggle all** box. Then choose "Delete" from the "Select Action" dropdown menu.
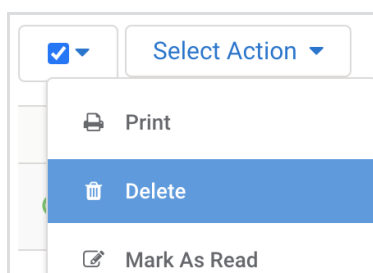
You can also delete a response within the response view.

Print or View Responses

To print or view multiple responses at once, select them from the report list and choose "Print" from the "Select Action" dropdown menu.

Deleted Form Fields In Response Data

If you delete a field in a form after you have already received responses for that form, a user's response to the deleted field will still show in their individual response view.

However, any reports you export will no longer show responses to the field that has been deleted.
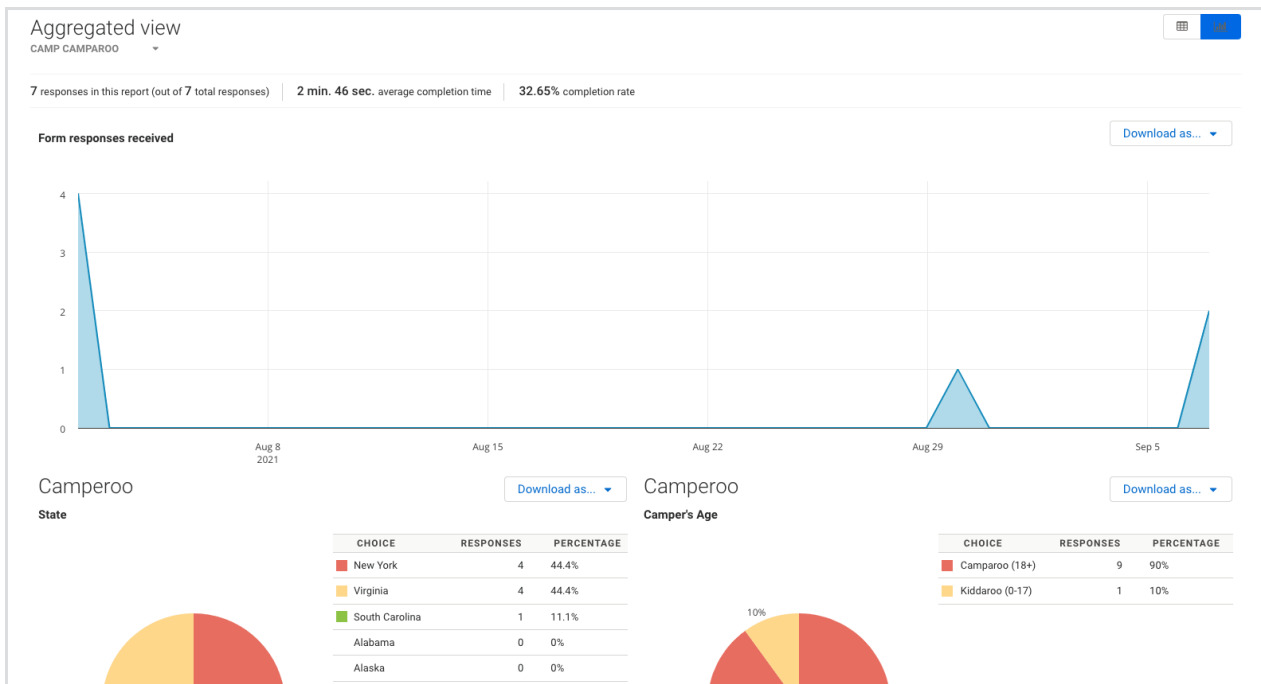
In order to show responses to deleted fields in a response export, you will need to roll back your form to a previous revision that included the deleted field.

Aggregated View

If you'd like a more detailed view of responses, click on this button to go to Aggregated View.

This will allow you to see more information for your responses.

You can download this chart as a CSV (Excel), HTML, XML, or PDF file by clicking on "Download as..." You also have the option to download any attachments that were uploaded in the form.