Workflow Response Export

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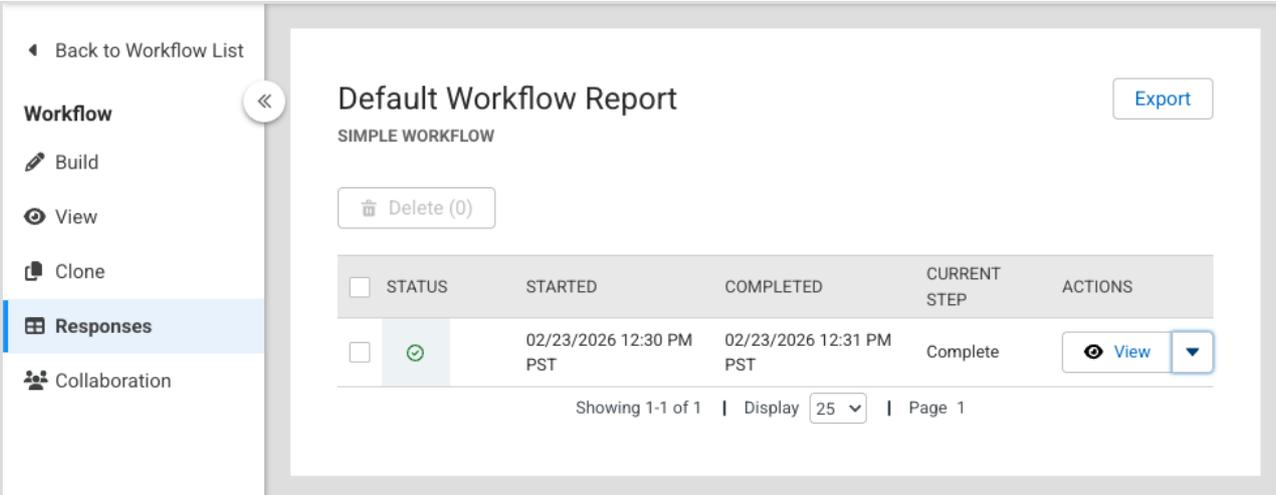
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Overview

Workflow owners and collaborators can export workflow response data from the Workflow Responses page.

Requirements

To export workflow responses, a FormAssembly user must

- be part of a Team plan or higher
- have **Audit** user permissions enabled for their login
    - specifically, **Export Workflow Data** must be enabled for the user account
- be the owner or collaborator of the workflow

How to Export Responses

- Navigate to the Workflow Responses page for the workflow you want to conduct the export for
- Select **Export** in the upper-right corner of the page
- Click **Export** on the Export Responses prompt
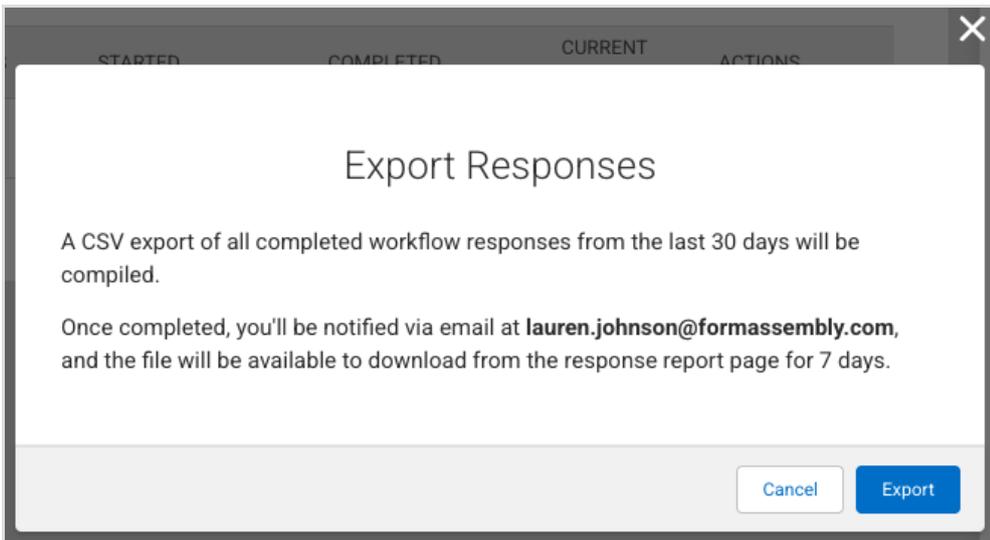
The user who initiated the export will receive an email notification when the file generation is complete, and the export is ready for download.

The export status for CSV files allows you to monitor the progress of your export. As the file is generated, the status will display either "Queued" or a progress bar with a completion percentage.

Note: Large response exports may appear to stall on 99% as the process completes the finalizing merge.

Once the CSV export is ready, the status will display as "Completed". The download icon will turn blue and allow you to access your files until the listed Expiration date. CSV export files expire after 7 days.

Export File Details

Workflow Response Exports are created in .csv format. CSV stands for Comma-Separated-Value. This plain text format is compatible with many desktop applications, including Microsoft Excel. The file contains one line per response and one question per column. Sensitive data fields will be redacted. File upload fields will reflect the uploaded file name.

File Name

[WorkflowName]_Responses_[YYYY_MM_DD_HH_MM_SS].csv

Columns
- **Workflow Response ID**

- **Workflow Response URL** - URL to FormAssembly's workflow response page
- **Status**
- **Test** (true/false) - Indicates whether the response was conducted in FormAssembly Atlas' Test Mode
- **Started** (datetime value)
- **Completed** (datetime value)
- [**Form Field Columns**] - Column for every field in every workflow form with the header "[fieldName] ([stepName])"
    - **Ex:** Email Address (Registration Form)
    - Repeated field values will be separated by a pipe (|) in a response cell
        - **Ex:** If tfa_1 is repeated three times, the response cell for tfa_1 may be "value 1 | value 2 | value 3"
    - Multi-select values are comma-separated
        - **Ex:** selection A, selection B, selection C
    - Sensitive data fields will be redacted
    - File upload fields will reflect the uploaded file name

Data Restrictions

- Character limit for all cells is 1024 characters. Strings will be truncated after 1024 with "…"; users can use the workflow response URL link to view the full text within the secured FormAssembly UI.
- Only the most recent 30 days' worth of response data will be exported.
- The overall limit of exported data is 10 million total cells (which is the practical limit of most spreadsheet applications) or 1,000,000 rows (999,999 responses). We will export the last full response row up to this limit
- Only completed responses are included in the workflow response export. Incomplete responses ("In progress") are not included in the export.