Qualtrics – Create Real Time Results Reports

How to create a report in Qualtrics that will allow you to easily monitor individual survey data in real time and share the report with others.

Example Survey

Q1	Qualtrics 101 Real Time Reporting Example
4	This survey is designed to show how real time reporting can be useful.
	University of Condition 2
Q2	How long have you used Qualtrics?
\	O Just now learning
	O Less than a month
	O Less than a year
	O Less than two years
	O Two or more years
Q3	What is your level of Qualtrics experience?
\$	O Novice (know just the very basics)
	O Amateur (know enough to create the forms I need)
	O Pro (form/survey developer for a department)
04	How many Qualtrics forms have you created?
Q	O None yet
	○ 1 to 5
	○ 6 to 10
	O 11 to 20
	O 21 or more

1. Select "Reports"



- 2. A default Results report will be created (note: Results is in blue font)
 - Click on Reports instead of Results

Survey Actions Probutions	Data & Analysi Reports		
Results Reports			
Report: Default Report V Add F	filter ~		
-C Add Report Breakout ~	Q2 - How long have you used Qualtrics?		
Q Search Questions			
+ Create Custom Page	# Field		
• Q2 - How long have you used Qualtrics?	1 Just now learning		
Q3 - What is your level of Qualtrics experience?	2 Less than a month		
	3 Less than a year		
Q4 - How many Qualtrics forms have you created?	4 Less than two years		
	5 Two or more years		

3. Click on "Create Report", copy the report and give it a new name. Example "Real Time Reporting Example"

ılı
There are no reports for this project
+ Create Report

4. Name your Report and click Create Report

New Report	Report Name
From Results Report	Qualtrics Real Time Results
▲ Import from QRF	Size Letter (8.5" × 11") ~ Orientation Image: Constraint of the second
	Cancel

5. Click Insert – Questions then chose a question you would like displayed.

+ Insert	
Survey Data	
Questions	> Q Search
Survey Metadata	>
Embedded Data	> E Q2 - How long have you used Qualtrics?
Other Projects	Q3 - What is your level of Qualtrics experience?
All Projects	> Q4 - How many Qualtrics forms have you created?
A Text	>
🖂 Image	
Blank Space	
- Divider	
[]] Visualization	>
Page Break Ctrl+Ent	er

6. Example Default Results Chart



- 7. Add totals to the bars (click Show Data Values), change to a horizontal bar chart, and edit the colors of the bars by using the menu on the right.
- 8.



9. Sharing the report

There are several options for sharing the report.

8a. Create a link that allows you/others to view the report in real time, click on "Manage Public Report" - that will give you a link you can share with others. The link will take them to the report, and they will have to option to download the report as a PDF as well.

- Click on Share
- Manage Public Report
- Click Copy to create a link you can share with others so they can access the report at any time.





Click here for a live report example

https://usisurvey.az1.qualtrics.com/reports/public/dXNpc3VydmV5LTVmZmRiNzNhYjJmNzU5MDAwZjBjMzYxYy1VUl82Z 3dPWjV4a3pxcUpEU0o= 8b. Set up and schedule an email with the current report attached as a PDF. This email can be scheduled to run as often as you like.

Results Reports			
Report Qualtrics Real Time Res 🗸	File 🗸	Share 🗸 Edit 🖌 View 🗸	Insert 🗸
< Pr (+ * 100% ~		PDF Download PDF	
		🗳 Manage Public Report	
		Schedule Email	

In this example, the report is scheduled to be emailed every Sunday at 9am.

	🖂 Schedule Email		
dit 🛩	Scheduled Emails		
	New Email Weekly, Every Sunday	То	kdraughon@usi.edu
			From Name Katherine Draughon
nel		From	From Email
N IOI		TION	noreply@qemailserver.com
/ learni			kdraughon@usi.edu
a mor an a ye		When	Weekly, Every Sunday 09:00:00.C GMT -07:00
wo yea		Subject	New Email
ore yea		Message	B I U I I I I I I I I I I I I I I I I I
at is			
	+ New Email	🖂 Send Em	ail Now Delete Close Update

10. You can add a filter to send a report that just shows responses within a certain time frame, for responses that were recorded in the past 7 days.

Saved	5 mi	nutes ago	GMT -07	7:00 America/Denver	
		200 Res	ponses	▼ Add Filter	

Manage Filters		
Search	New Filter	
New Filter	Show only responses where: All of the following are true Select Field o o o o o o o o o o o o o o o o o o o	
Create New		
5		Cancel Save and Apply

Select "Survey Metadata and Recorded Date"

Manage Filters				
Search New Filter	New Filter Show only responses where: All → of the following are true Select Field → ⊙ ⊕ Q Search			
Create New	Survey Metadata > Contact Fields > Q2 - How long have you used Qualtrics? Q3 - What is your level of Qualtrics experience? Q4 - How many Qualtrics forms have you created?	Start Date End Date Response Type IP Address Duration (in seconds)		
	01	Finished Recorded Date Response ID User Language	Cancel	Save and Apply

Name the filter and select "last 7 days", Save and Apply

Manage Filters		
Search	Real Time Report responses - Last 7 Days	
Real Time Report responses - L 🐚 🔇	Show only responses where: All of the following are true Recorded Date Last 7 days + Insert New Condition Set.	
Create New		
Filtered Responses: 200	Cancel: Save and Apply	

Click Insert – Questions then chose a question you would like displayed.



Select First Name, Last Name and Email from the Questions and Recorded Date from Survey Metadata



To create a report like this:

First Name	Last Name	Email	Recorded Date
April	Brown	abrown@usi.edu	Jan 12 2021 8:10pm MST
Shana	Wright	swright@usi.edu	Jan 12 2021 8:09pm MST
John	Smith	jsmith@usi.edu	Jan 12 2021 8:09pm MST