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

1. **Select "Reports"**

2. A default Results report will be created (note: Results is in blue font)

- **Click on Reports instead of Results**
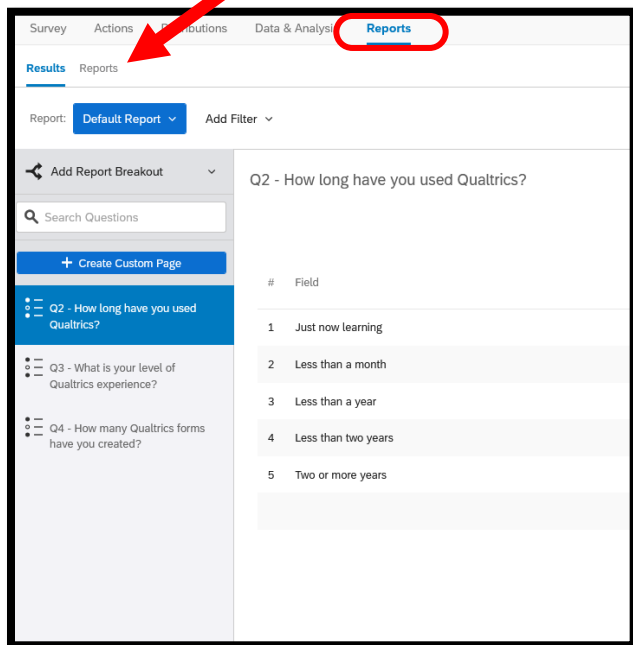
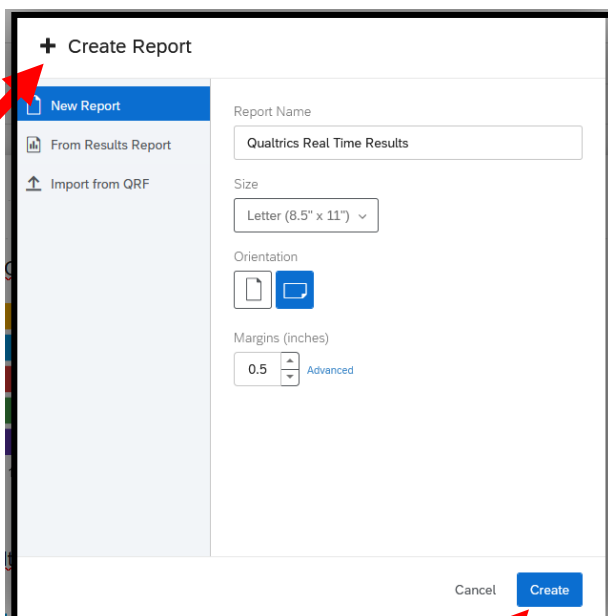**3. Click on "Create Report", copy the report and give it a new name.**
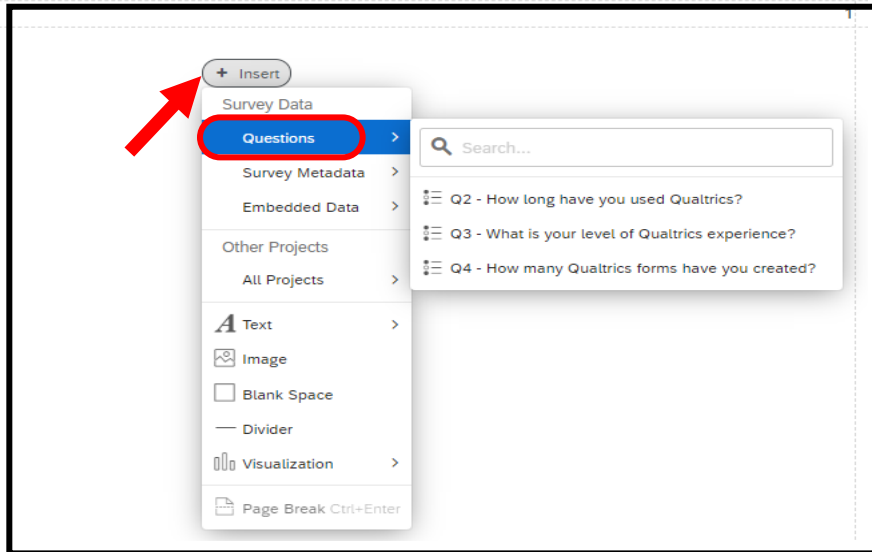*Example "Real Time Reporting Example"*
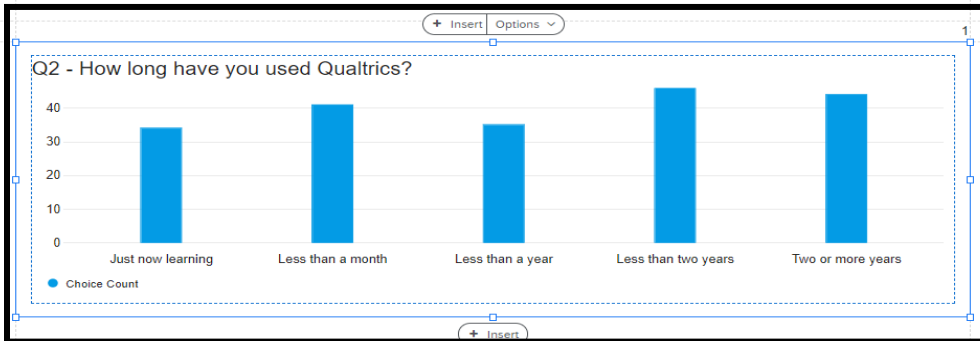

There are no reports for this project

4. Name your Report and click Create Report

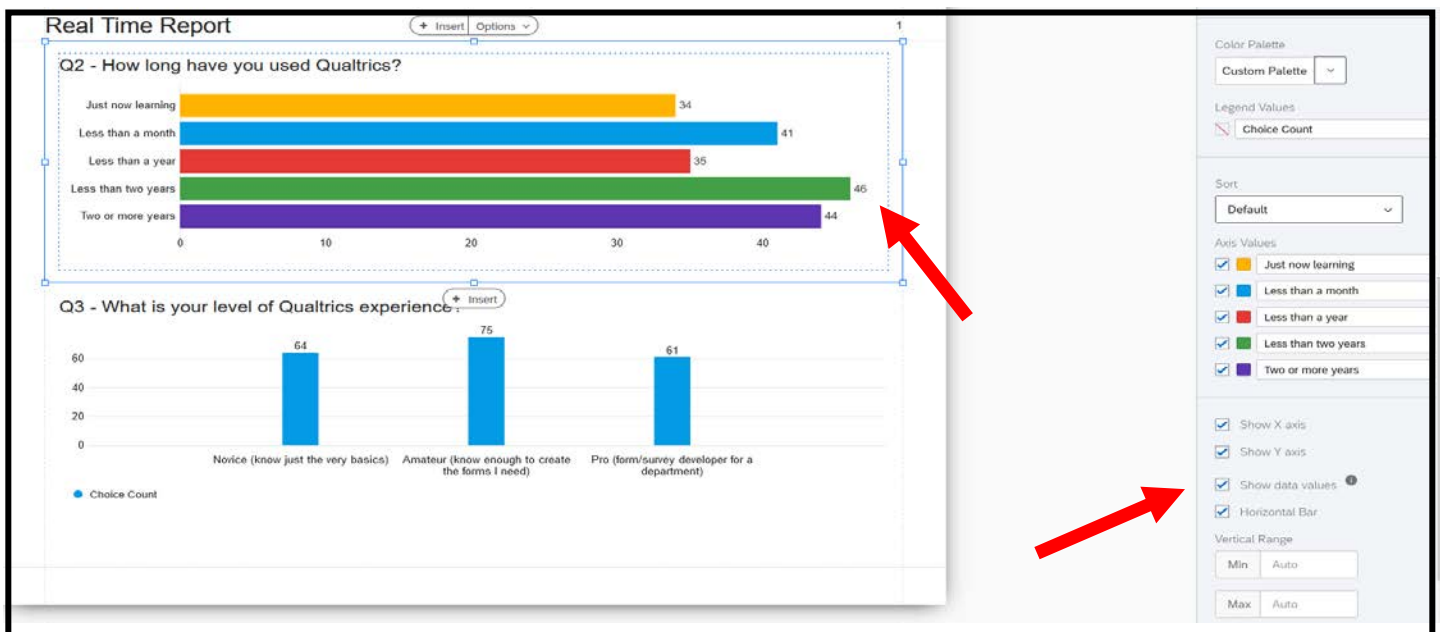**5. Click Insert – Questions then chose a question you would like displayed.**

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.
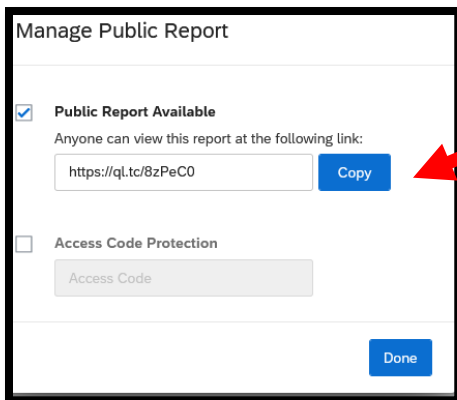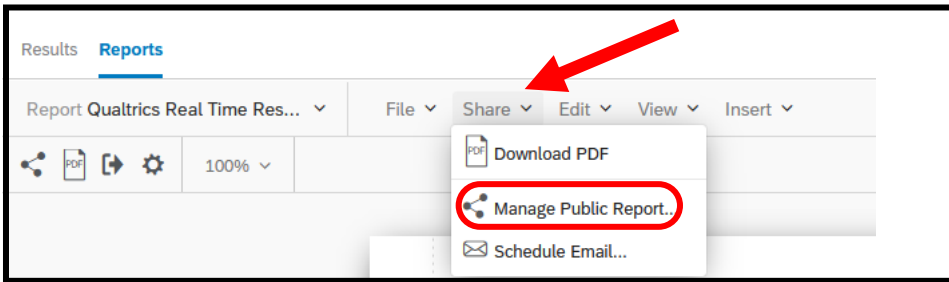
8.

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/dXNpc3VydmV5LTVmZmRiNzNhYjJmNzU5MDAwZjBjMzYxYy1VUl82Z3dPWjV4a3pxcUpEU0o=
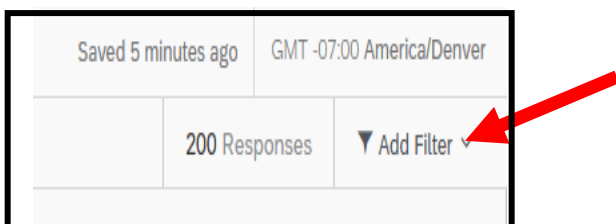
8b. Set up and schedule an email with the current report attached as a PDF. This email can be scheduled to run as often as you like.
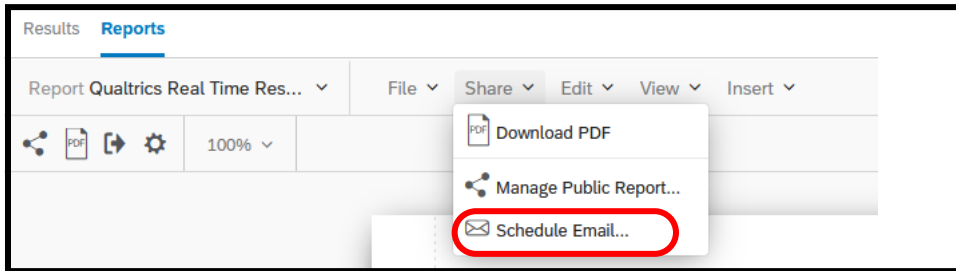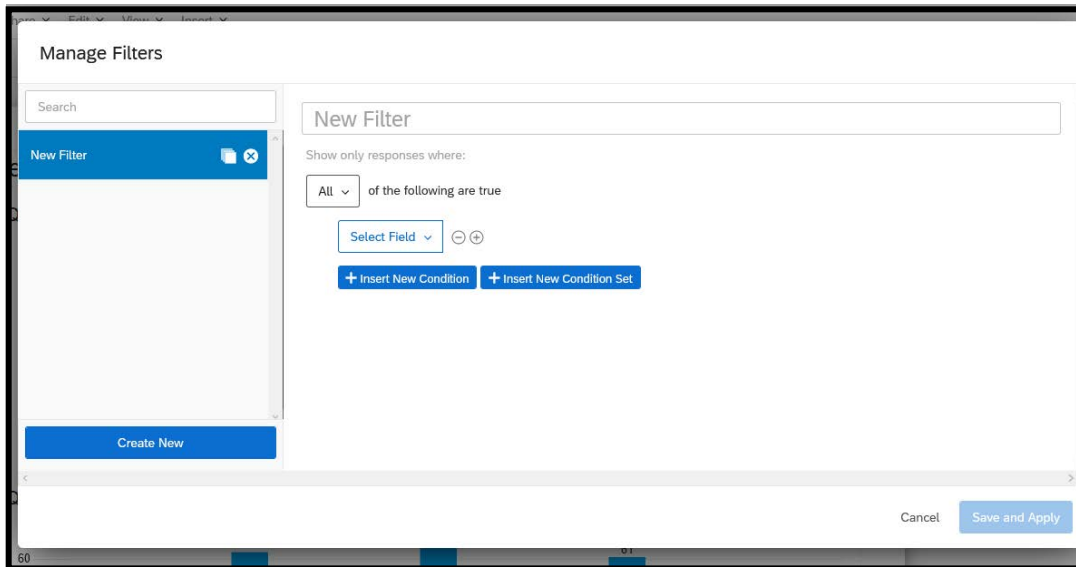

In this example, the report is scheduled to be emailed every Sunday at 9am.
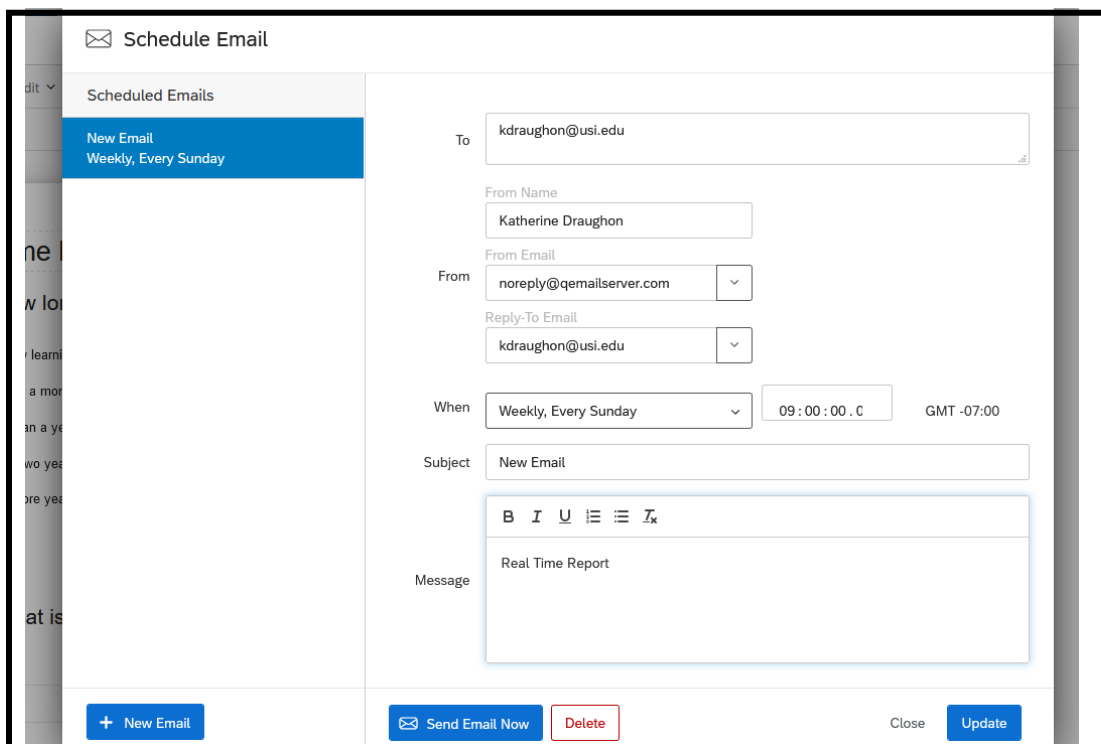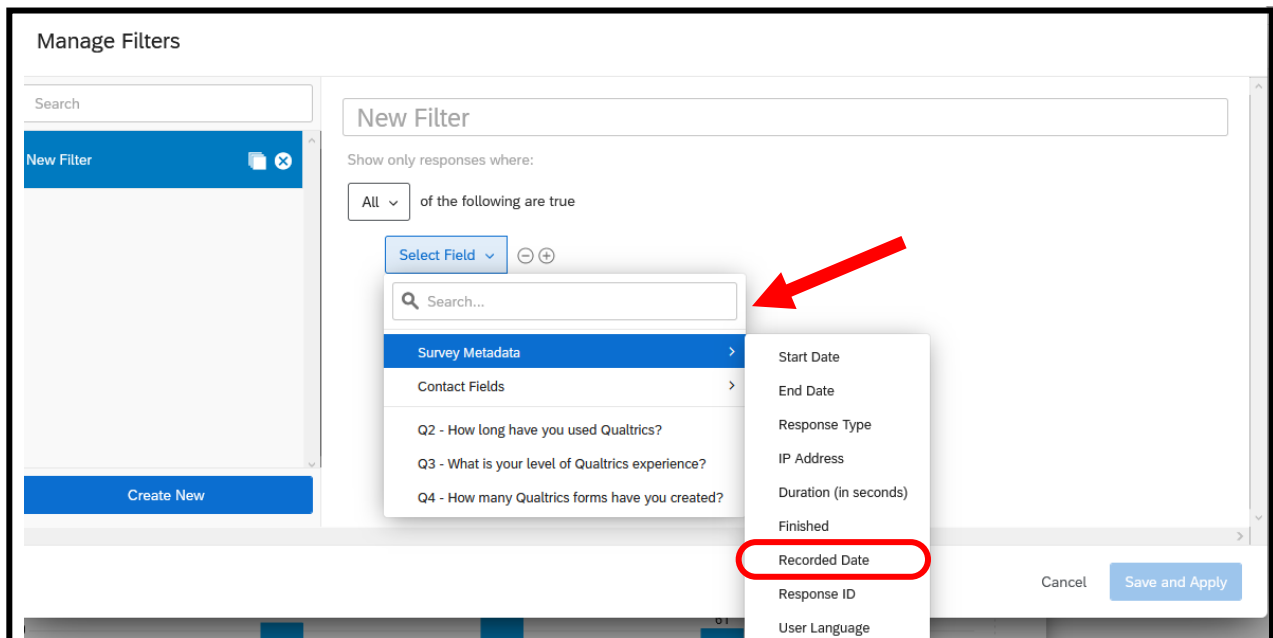

10. **You can add a filter to send a report that just shows responses within a certain time frame, for responses that were recorded in the past 7 days.**
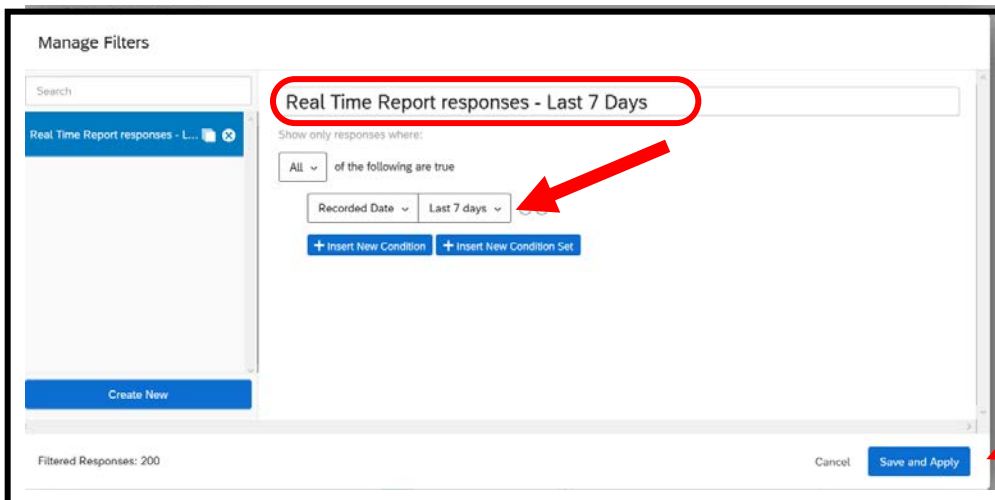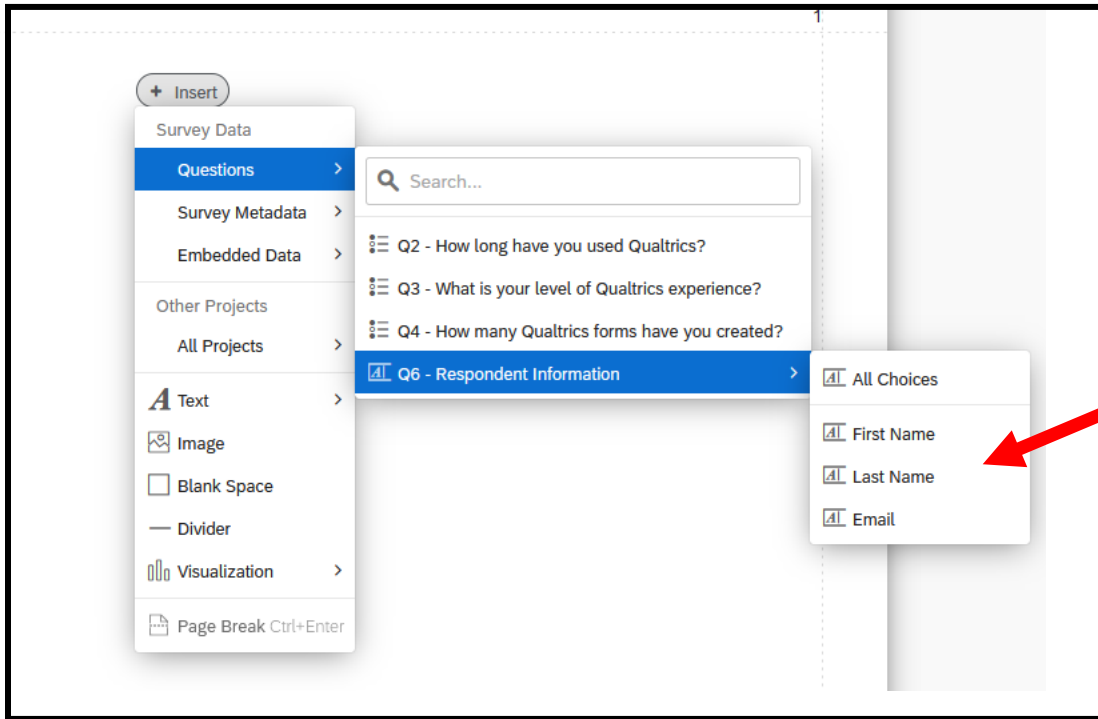
Select "Survey Metadata and Recorded Date"

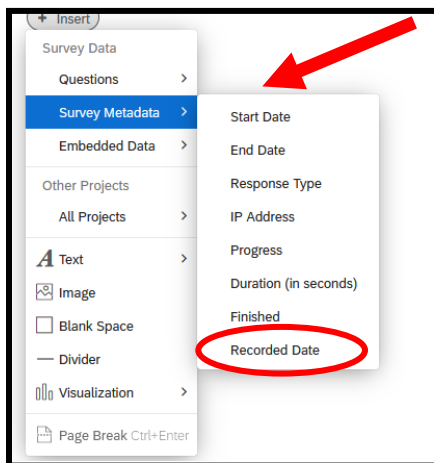**Name the filter and select "last 7 days", Save and Apply**

11. Create a respondent report

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