Response Reports and Charts

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Response Reports and Charts

At Surveyi, as well as having the option to view your response data, you can also view your data summarised and aggregated in various report formats. To access the reporting features for your survey it must be launched and have collected at least one response. The more responses you can collect, the more useful your reports will be.

Summary Report

To view a basic summary of data from your survey you will first need to access the **Survey Options** page for the survey for which you wish to access data via your **My Surveyi** user home page. From there, click on the **Reports** icon:

The summary report includes all answerable questions within your survey. Each has a progress bar to indicate the number of responses to your questions in relation to the total number of responses represented in the report. If you have any **response filters** applied to your survey the summary report will be adjusted to reflect the results with those filters applied. There is always a count at the top of the summary report showing the count of responses being displayed against the total number of responses:

Responses (showing 46 of 137):	
Question	**Responses**
1. First Questions are the most important	35 / 46
2. What is your favourite colour?	46 / 46
Red	24 / 46
Blue	0 / 46
Green	22 / 46
Other	0 / 46

This summary report represents two questions only. It shows that the report is showing 46 of 137 responses. That is because we have applied filters to question 2 which only include responses with the response 'Red' and 'Green'.

The question itself always has a light blue background and the progress bar will display the number of responses received for that question against the total number of responses included in the report. If the question has any quantifiable response types they are represented with a grey progress bar and a white background. Quantifiable responses are usually represented with the number of responses for that option against the number of total responses in the report for that question.

The reports are updated in real time, so clicking your **browser refresh button** will update the report if any new responses have arrived and include updates from responses in progress.

Charting

To view graphically rich charts showing your results, click on the **Charting icon** in the response summary report for the question for which you would like to chart the responses:

This opens the **Question Charting** page. At the top of the page is the dashboard for the charting which shows the question text, question type, the total number of responses for this question, and also the number of filtered responses included in the chart.

Below that is the response filters area where you can alter the filters applied to your charts. The same filters are used across response viewing, summary reports, and chart reports so if you alter the filters in one place, they are automatically updated everywhere else. When you update a filter on the charting page, the chart is automatically updated in real time to reflect your newly applied filters.

The chart type generated for your question by default varies depending on the question type. Different chart types are set up to display different data. Our example questions is 'What is your favourite colour?' with possible responses 'Red', 'Blue', 'Green' and 'Other' as multiple choice options. We received 137 responses, of which there were 100 responses for this question. This is represented in the question dashboard at the top of the page:

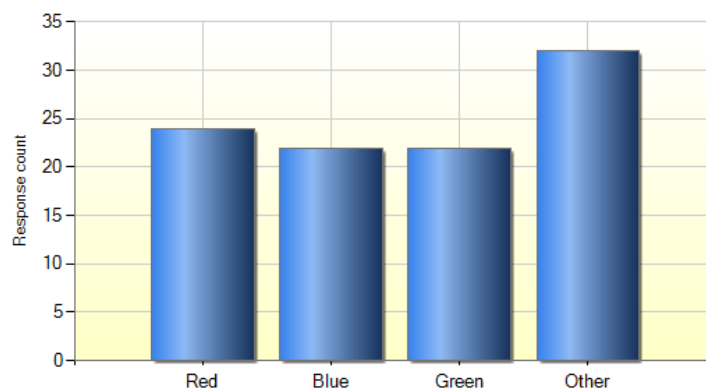The chart will then show 100 **selections** because this is a multiple choice question which doesn't allow for multiple selections. If it was a multiple choice (multi select) question type then there would be many more selections to represent. Here is the **Column** chart generated showing our responses:
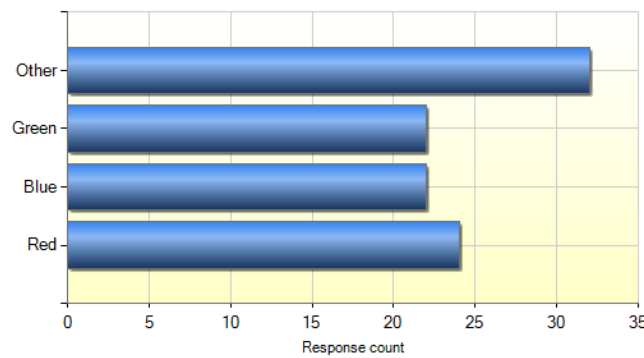
There are four main chart types you can choose from for questions with quantifiable responses:
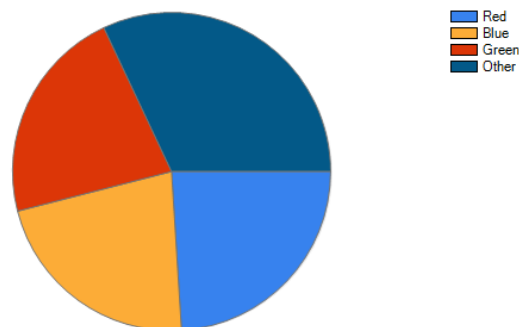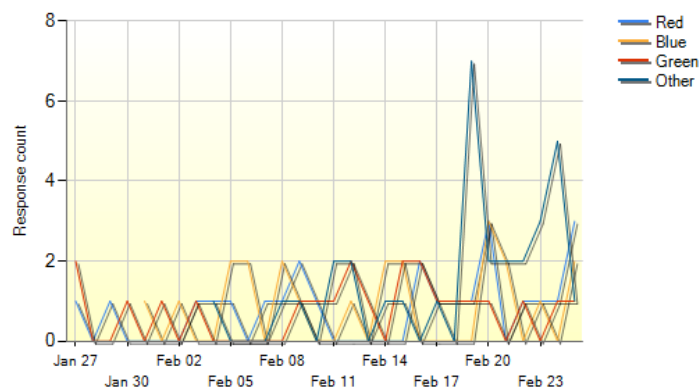
Column:
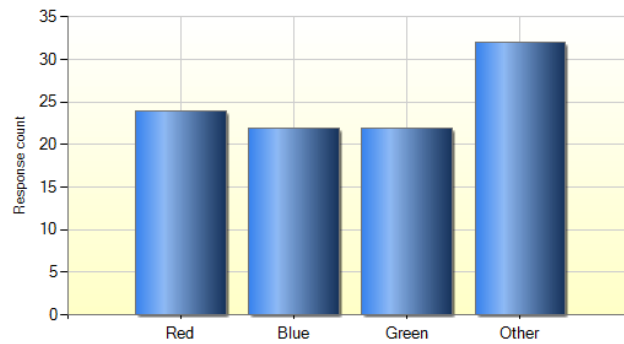
Bar:

Pie:

Line:

Notice how the line chart does not show response data, but instead tracks the frequency of responses over time.

Charting Options

If the question type has quantifiable responses, such as multiple choice, or choice table then there will be a full range of charting options available for that question. Otherwise only the line chart will be available which shows the frequency of the responses over time.

Other options for the charts are as follows:

Plot by - This option is for line charts and lets you choose how much data you would like to show on your line chart. It is best to select the most uncluttered approach while still representing the data well.

Field Select - Click on the drop down button to expand the field select options. Choose the fields you would like to display on your chart and click the **Update** button to reflect the changes. This option is aimed at keeping your charts uncluttered and allows you to target the specific data you want to represent.

Export - This is the same as the export option in the response view and lets you export the data for this question into CSV (spread sheet) or PDF format for printing. The CSV option is ideal for exporting data into Excel so you can create your own charts if the Surveyi charts do not suit your requirements.

Show Chart in 3D - Generates a three dimensional rendering of your chart:
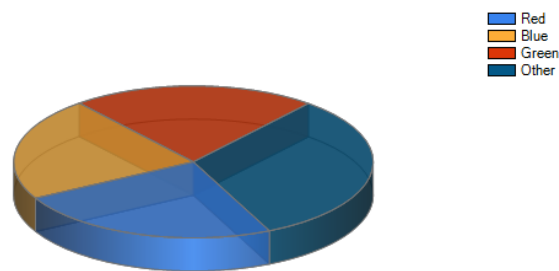
Group by Response Group - This is the feature which makes response groups especially important for data collection. Ticking this option will display a chart categorised by response group, allowing you to visually compare the data:
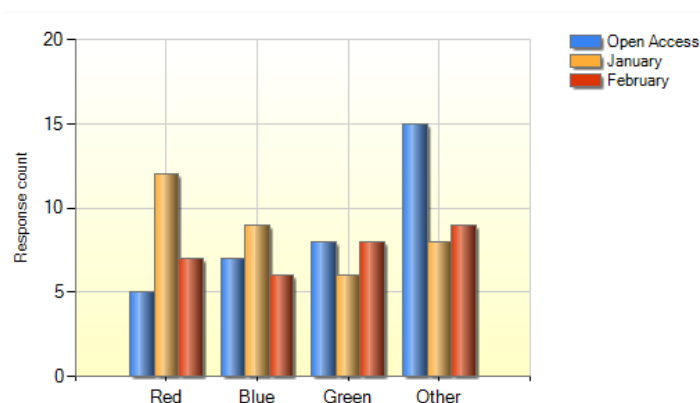
In the example above we collected data from the **open access response group**, and to other response groups called **January** and **February** to simulate a comparison of data collected over different times. The chart automatically labels the results accordingly and it is very clear to see a comparison summary from the charting output. For more complex question types such as choice table, certain rows, columns and groups are represented automatically on multiple charts.