Import Data to a Single Question in Your Survey

In some cases you may want to import data to a single question in your survey. For example, our beta version of our NPS® did not have as much functionality as our current NPS® question. If you are keeping track of your NPS question over time you'll likely want your data in one place. Using the Data Import Tool, you can import data to a single question matching on a response ID.

> 🎓 **Best Practice Tip: Data Manipulation**
> - As this feature involves manipulating response data after collection, we strongly recommend exporting any existing data from the survey you are importing to as a CSV/Excel file - it is always a good idea to have a backup file!
> - If you need to update/import data into a live survey, we suggest temporarily closing the survey while working with the data.

To get started, export the data from your question. In this case, you will need **two columns** - the Response ID and the Question whose data you wish to import. Under **Customize Report > General** you can subset your export to these two fields or you can export all the data and delete the columns you don't need. Save your file as a .csv file.
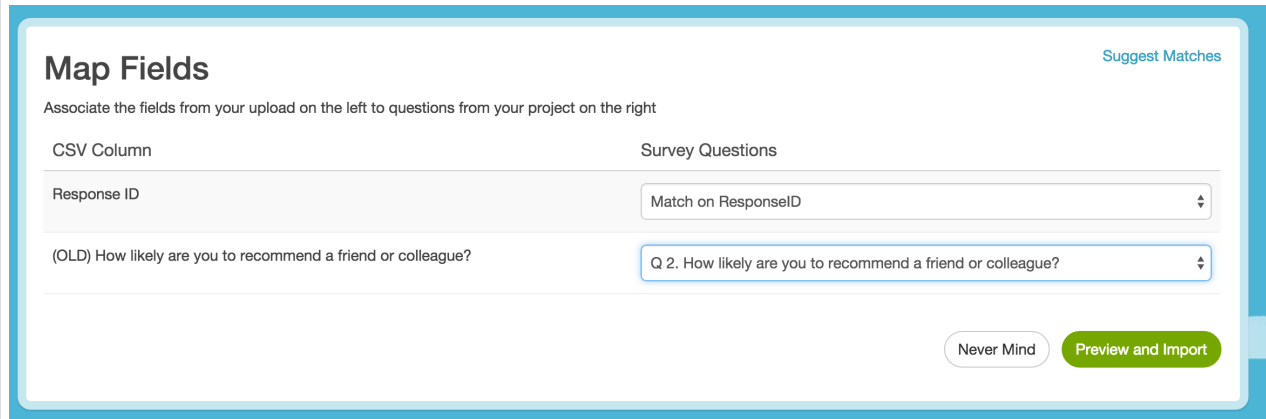
Note: You will want to make sure that the column containing your question data (Column B in the screenshot below) does not have blank fields (unless intentional). Blank fields will override any existing data with blank entries.

	A	B	C	D	E	F
1	Response ID	(OLD) How likely are you to recommend a friend or colleague?				
2	1	8				
3	2	10				
4	3	9				
5	4	6				
6	5	8				
7	6	4				
8	7	8				
9	8	10				
10	9	7				
11	10	8				
12	11	4				
13	12	10				
14	13	5				
15	14	2				

Next go to the survey with the question you wish to import to. This might be the same question or a

different survey. Go to **Tools > Import Data** and click **Select file**. Once your file is selected click **Upload Data**.

On the Map Fields screen for **Response ID** you'll want to select the **Match on Response ID** option; and for your question, select the field you wish to upload to. Click **Preview and Import** when you are finished mapping your fields then click **Upload**.

Net Promoter®, NPS®, NPS Prism®, and the NPS-related emoticons are registered trademarks of Bain & Company, Inc., Satmetrix Systems, Inc., and Fred Reichheld. Net Promoter Score℠ and Net Promoter System℠ are service marks of Bain & Company, Inc., Satmetrix Systems, Inc., and Fred Reichheld.

Related Articles