Include/Exclude Partial Responses in a Report or Export

Our Standard Reports will include Complete, Partial, Disqualified, and Test data by default. To override this:

- Click on the **Filter** option in the left-hand panel
- Click Add Filter and select the By Response Status option.
- Last, uncheck the response status/es you wish to exclude. Click **Save Filter** when you are finished.

Filter		^				
Show and hide certain respo hat you select.	onses based on cr	riteria	Custo	mer Repo	ort	
1			All Time		•	
Add Filte	er •		Response (ounto		
Compare Segments		^	Completion Rate:	75%		
Compare results between two or more groups of responses		os of	Parts.	Complete		
				Partial		1
						Total: 4
Add Segm						

When accessing your report, you may also notice the following notification (if your report contains **Test Data**). Click the **add filter to exclude test data** link to quickly create a filter including **Complete**, **Partial**, and **Disqualified** responses.

A This report contains both test data and real data. For an accurate report add filter to exclude test data. You may also	A This report contains both test data and real data.						
Q1 Customer Report	All Time	-	Report Options Bulk Edit Insert				

All of our other reports and exports will include Complete and Test responses by default. If you are looking to include partial responses in addition to completes, here's how!

- Go to the **Report/Export** tab and edit your report or export.
- Click to Customize Report.
- On the **Filter** tab, check the **Partial** checkbox under **Response Status**. **Save** and **Run/Refresh** your report or export.

Edit Report Settings							
General	Options	Filter	Style	Share			
Perpense Status							
Complete							
Disqualified							
Partial							
✓ Test							

If you need to exclude Partial responses from your reports/exports, the same process applies. Simply make sure that **Partial** is not checked in the Response Status Filter section.

Related Articles