

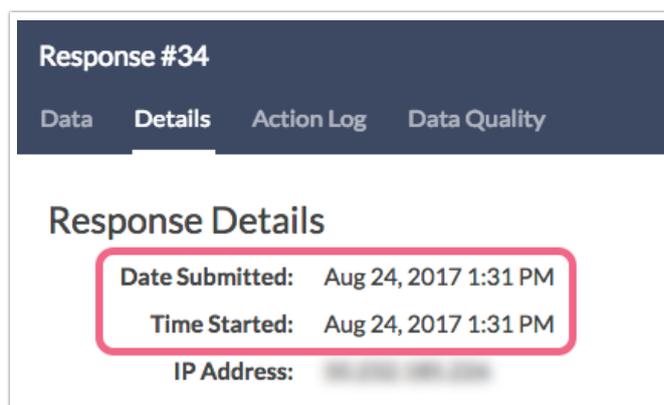
Understanding Time Started and Date Submitted in your responses

By default, Alchemer surveys record both the date and time the response was started and the date and time the response was submitted.

Time Started is the date and time the respondent clicked the first Next or Submit button in your survey. If you have a one page survey the Time Started and Date Submitted will be the same.

Date Submitted is the date and time the respondent last clicked a Next or Submit button in your survey. This may or may not be the last page in your survey. If it is a Partial response it will be the date and time for the last page they submitted.

These times are available in the time zone you specify for the application in [Individual Responses](#) and [Exports](#).



Response #34

Data Details Action Log Data Quality

Response Details

Date Submitted: Aug 24, 2017 1:31 PM

Time Started: Aug 24, 2017 1:31 PM

IP Address: [blurred]

Why are the date and time submitted incorrect?

Have you noticed that the times and/or dates of your responses or exported data don't seem to be correct?

If you're looking at your responses under **Results > Individual Responses** or the Time Started and Date Submitted information available in [CSV / Excel Exports](#) and the time-stamp looks incorrect, you probably just need to adjust your account time zone.

Individual Responses

Responses: 2

Completes - 2 / Partial - 0 / Disqualified - 0 / Quarantined - 0

2 New!

<input type="checkbox"/>	ID	Status	Date Submitted
<input type="checkbox"/>	2	New	Oct 9, 2018 8:14 am
<input type="checkbox"/>	1	New	Oct 9, 2018 8:13 am

Bulk Action ▾

Exports / Export to CSV/Excel

[Customize Report](#)

New Export to CSV/Excel - 09 October 2018

[Run Report](#)
[Run Export in Debug Mode](#)
 This export was last run on Oct 9, 2018 at 10:16 am
 NEW! Date and times are set to America/Denver timezone, based on your Account Preference.

To adjust your account timezone, navigate to **Account > Settings**, then select the appropriate **Time Zone** and **Save**. You also have the option to customize the **Date/Time Formats** here, if needed.

This feature is only available to account administrators. If you are not an account admin, please reach out to your account admin to make this change. This will change the time zone for all users on the account.

Alchemer Account > Settings

Time Zone: New York
Your date/time: Jul 13, 2022 5:34 pm

Date/Time Formats

Dates	Times
<input type="radio"/> Jul 13, 2022	<input type="radio"/> 5:34 pm (am/pm)
<input type="radio"/> 13 July 2022	<input type="radio"/> 17:34 (24 hour)
<input type="radio"/> 07/13/2022	
<input type="radio"/> 13/07/2022	
<input type="radio"/> 2022/07/13	
<input type="radio"/> 2022-07-13	

Default Currency: \$ - US Dollar

Default Project Language: English

Customizing Account Time Zone

A Note About Exports

As of September 19, 2016, the **Time Started** and **Date Submitted** fields in **CSV / Excel Exports** will reflect the Time Zone and Date/Time Format settings of your Alchemer account. These settings can be adjusted by an Account Administrator under **Account Settings > General**.

Exports / Export to CSV/Excel

[Customize Report](#)

New Export to CSV/Excel - 09 October 2018

[Run Report](#) [Run Export In Debug Mode](#) This export was last run on Oct 9, 2018 at 10:16 am **NEW!** Date and times are set to America/Denver timezone, based on your Account Preference.

Previously this information was reported in EST/EDT (GMT -5/GMT -4) regardless of your time zone settings in the application. It is important to note that Excel will auto-convert the Sep 26, 2014 format shown above into 09/26/2016.

Related Articles