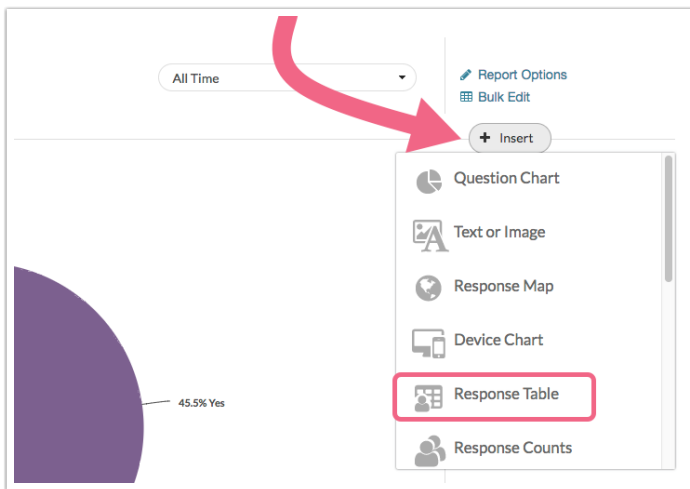


# Standard Report: Response Table

## Include Individual Responses in the Standard Report

Sometimes the individual responses are as important to understanding your data as the summarized/aggregated data.

1. Use the **Insert** button located between any two report elements to include a grid of your Individual Responses. Select **Response Table** from the available options.



2. After selecting this option a table of Individual Responses will be added to your report. Here you will see a list of your responses.

ID	Status	Date	
1	Complete	Sep 27, 2017 5:29 PM	<a href="#">View</a>
2	Complete	Nov 13, 2017 5:34 PM	<a href="#">View</a>
3	Complete	Nov 13, 2017 5:34 PM	<a href="#">View</a>
4	Complete	Nov 13, 2017 5:34 PM	<a href="#">View</a>
5	Complete	Nov 13, 2017 5:34 PM	<a href="#">View</a>
6	Complete	Nov 13, 2017 5:34 PM	<a href="#">View</a>

## Sort by Column

Your Response Grid can be sorted by the default column headers of **ID**, **Status**, and **Date**. To sort by one of these column headers, click directly on the column header. Click on the column header a second time to sort in the opposite direction.

**Response Table**

Search by ID (e.g. #123) or question answers

<u>ID</u> ▾	<u>Status</u>	<u>Date</u>
<u>1</u>	Complete	Sep 27, 2017 5:29 PM
<u>2</u>	Complete	Nov 13, 2017 5:34 PM
<u>3</u>	Complete	Nov 13, 2017 5:34 PM
<u>4</u>	Complete	Nov 13, 2017 5:34 PM
<u>5</u>	Complete	Nov 13, 2017 5:34 PM
<u>6</u>	Complete	Nov 13, 2017 5:34 PM
<u>7</u>	Complete	Nov 13, 2017 5:34 PM
<u>8</u>	Complete	Nov 13, 2017 5:34 PM

## Customize Grid Columns

If you wish to customize what is displayed in the grid click the edit link to the right of the Response Table. Next, select the **Customize Grid Columns** link and select **up to 5 fields** to include. Be sure to scroll to the bottom of the window and click **Done** to apply your changes.

**Customize Individual Respons Grid Columns**  
Select up to 5 questions/options to include in the individual response detail view.

**Options**

- Status
- Date/Time
- Comments
- Response Tags

**Multiple Choice (Select One) Questions**

- Multiple Choice (Select One) Questions
- 1. Which do you prefer, cats or dogs?
- 2. Which pets do you have? (Check all that apply)
- 3. How often do you use social media:
  - Facebook
  - Twitter
  - LinkedIn
  - Google+

## Customize Detail View

The **Detail View** refers to the data that is seen if a specific individual response is clicked.

If you wish to customize the data within this view, click **Edit** to the right of the Table and select **Customize Detail View**. All pages and questions will be selected by default. Simply uncheck any questions or pages you wish to exclude from view in the Individual Response.


**Chart Type**

**Title**

Response Table

**Edit Description**

- ⚙️ [Customize Grid Columns](#)
- ⚙️ [Customize Detail View](#)



**Customize Individual Response Details View**

Select the questions to include in the individual response grid.

Multiple Choice (Select One) Questions

- Multiple Choice (Select One) Questions
- 1. Which do you prefer, cats or dogs?
- 2. Which pets do you have? (Check all that apply)
- 3. How often do you use social media:
  - Facebook
  - Twitter
  - LinkedIn
  - Google+
- 4. What is your state of residence?
- 5. How many of the below products have you purchased in the past year?

## Limitation

At this time, response tables are not available in [report downloads](#).

Related Articles