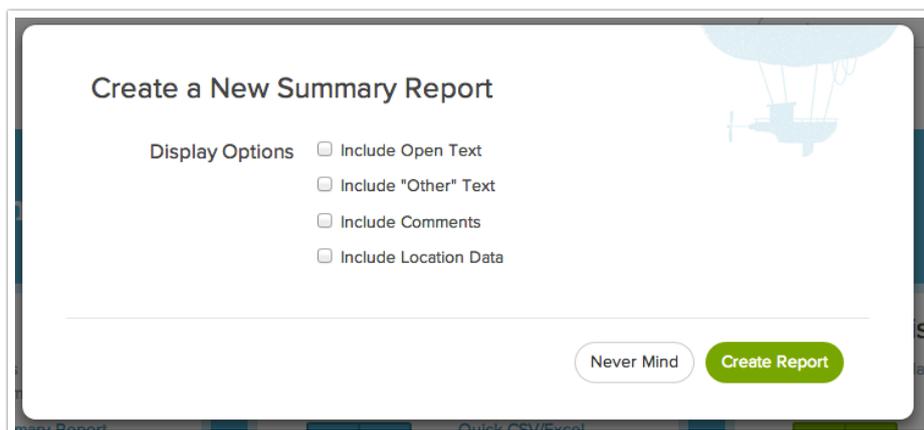


Legacy Summary Report: Include Open-Text Responses

This report type is only available in accounts and surveys created before March 2016. We have a pending plan to deprecate Legacy Summary Reports. Check out the New and Improved Standard Report! If there are features/functionality missing from the Standard Report check out our Known Issues Category in Community to vote and subscribe to updates.

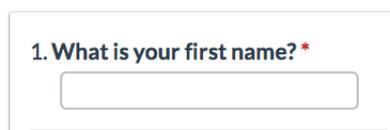
By default, responses from open-text questions are not included in the Legacy Summary Report. However, including open-text data is easy! Simply go to Create New Report > Legacy Summary Report and select the open-text data you wish to include from the display options.



The screenshot shows a web interface titled "Create a New Summary Report". Under the heading "Display Options", there are four unchecked checkboxes: "Include Open Text", "Include 'Other' Text", "Include Comments", and "Include Location Data". At the bottom right, there are two buttons: "Never Mind" and "Create Report".

Which open text option is which?

Include Open Text - This will include data from all standalone open text questions from your survey. This includes textbox questions including number, email, percent validated fields, as well as Hidden Values and textbox fields in Custom Groups and Contact Groups.



1. What is your first name? *

Include "Other" Text - This will include data from all "other" answer options as a table below your primary results.

9. Which pets do you have? (Check all that apply)

- Dog
- Cat
- Bird
- Other

Include Comments - This will include data from all Comments fields added to your questions.

11. On a scale of 1 to 10, how likely are you to refer Pete's Pet Sitting to a friend or family member?

1- Not at all Likely  5 - Extremely Likely

Comments

Adding Open-Text Data Question by Question

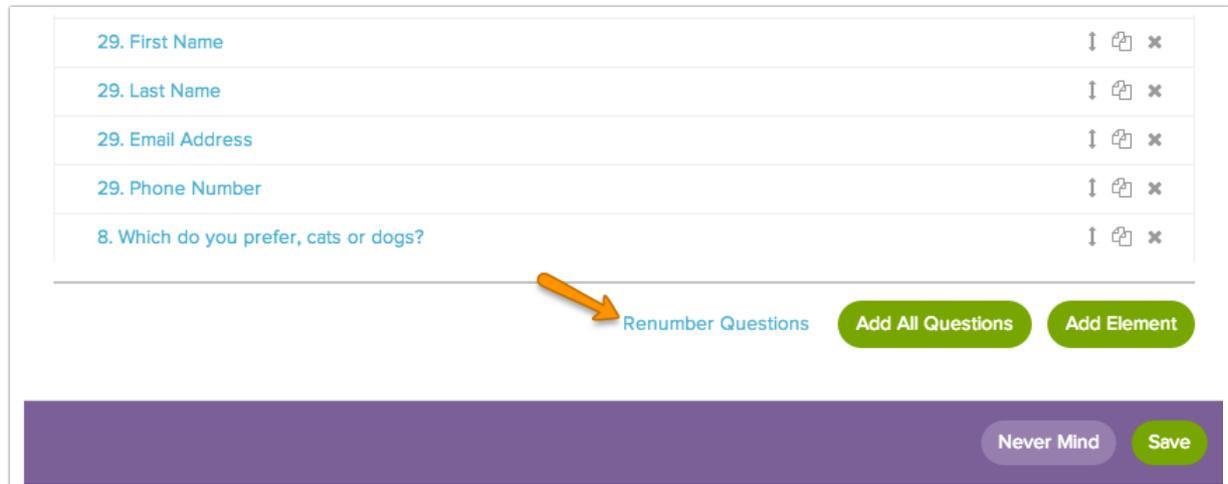
On the General tab scroll to the bottom of the list of questions and click **Add Element**. Select Appendix in the **Element Display Type** dropdown.

Element Display Type

- ✓ -- Select an Element --
- Text
- Headline
- Pie Chart
- Vertical Bar Graph
- Quotes
- Appendix**
- Table
- Cross Tab
- Existing Report
- Piped Page
- Advanced Appendix
- Net Promoter Score
- Area Chart

Next select the open-text question you wish to report on in the **Source Question/Data** dropdown

and customize the Headline, Number and Text included with the question in the report below and click Save. The new element will be added to the bottom of the report. If you wish, you can reorder. Or click the **Renumber Questions** link below to quickly renumber all of the reporting elements in your report.



The screenshot shows a report editor interface. At the top, there is a list of five questions, each with a blue headline, a number, and a text description. To the right of each question are three icons: a downward arrow, a copy icon, and a close icon. Below the list, there is a horizontal line. Below the line, there is a blue link labeled "Renumber Questions" with an orange arrow pointing to it. To the right of the link are two green buttons: "Add All Questions" and "Add Element". At the bottom of the interface, there is a purple bar with two buttons: "Never Mind" and "Save".

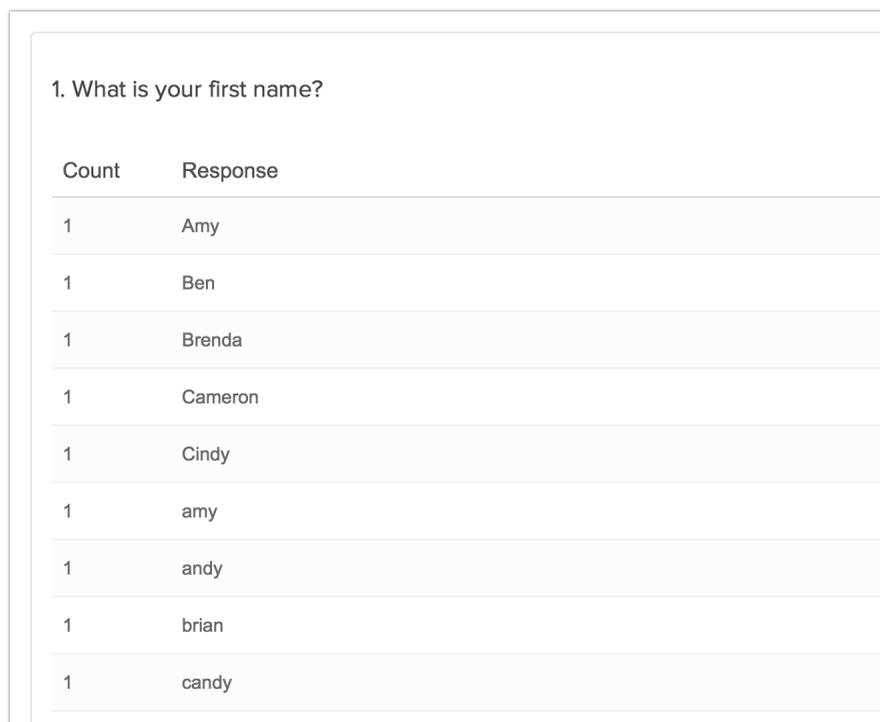
Question	Icons
29. First Name	↓ ☒ ✕
29. Last Name	↓ ☒ ✕
29. Email Address	↓ ☒ ✕
29. Phone Number	↓ ☒ ✕
8. Which do you prefer, cats or dogs?	↓ ☒ ✕

[Renumber Questions](#) Add All Questions Add Element

Never Mind Save

Sorting Your Open Text Responses

By default, open text responses in a summary reports will report in case-sensitive alphabetical order. See the example below. All entries that were capitalized are listed first in alphabetical order, followed by all lowercase entries in alphabetical order.



The screenshot shows a summary report for the question "1. What is your first name?". The report displays a table with two columns: "Count" and "Response". The responses are sorted in case-sensitive alphabetical order, with capitalized entries first, followed by lowercase entries.

Count	Response
1	Amy
1	Ben
1	Brenda
1	Cameron
1	Cindy
1	amy
1	andy
1	brian
1	candy

If you wish to instead order your open text responses by response ID, click **Customize Report** and click the question on the **General** tab to edit. Scroll to the bottom and check the option to **Show Response IDs** then toggle the option to **Sort by Response ID**. Click **Save** and **Refresh Report**.

Options for Cleaning Up Open Text Data

One of the quickest methods for cleaning up data entered into textbox questions is to select the option on the **Validation** tab to **Capitalize each word**. This will clean up your reporting a bit by eliminating case-sensitivity as a variation in your data.

Also, our **Auto Suggest Answers** feature will suggest answers while the survey respondent types.

Related Articles
