

# Profile Report

Creating a Profile Report allows you to compare one response to how the rest of the survey sample answered.

For example, if you were conducting a quiz for your students, you could run a Profile Report for each response and hand out the individual report to each student. This would allow them to see how they did compared to the other students.

## Setup

1. Go to **Results > Reports** then select **Profile** from the Create a Report button.
2. Select from the available **Display Options** for the report. You can elect to:
  - **Include Open Text** - this includes data input via open-ended questions such as Textboxes, Essays, etc.
  - **Include "Other - Write In" Text** - this includes text submitted via [other, write in](#) textboxes associated with Radio Button and Checkbox questions.
  - **Include Comments** - this includes text submitted via [Comment](#) fields added to compatible questions
  - **Include Location Data** - this includes location data collected along with the response.



The screenshot shows a dialog box titled "Create a New Profile Report". Under the heading "Display Options", there are four checkboxes. The first checkbox, "Include Open Text", is checked. The other three checkboxes, "Include 'Other - Write In' Text", "Include Comments", and "Include Location Data", are unchecked.

3. Select your **Profile Labels** (this will default to the first question on your survey). In this particular survey, we asked the respondent what their **Name** was. This will be how we label each individual profile. Up to two Profile Labels can be added, though only one is required.



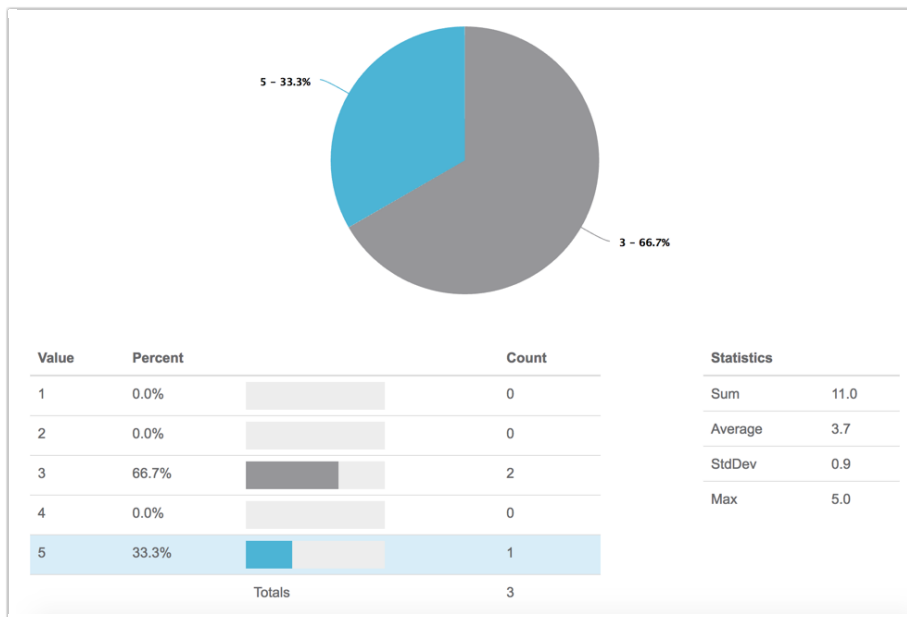
The screenshot shows the "Profile Labels" section. It has two dropdown menus. The first dropdown, labeled "Label #1:", has "Your Name" selected. The second dropdown, labeled "Label #2:", has "(None)" selected.

4. Finally, if your survey includes **Custom Table** questions, determine whether you want the data *grouped by row* or *grouped by column*. Learn more about these grouping options [here](#).

5. You'll now see a list of all Profile reports, one for each response, with the options to **Preview**, **Share Report**, or to **Download** the report as a PDF.

Profile Report		<a href="#">Customize Report</a>
View how each respondent compares to the whole group.		
ResponseID	Profile Label	Actions
101	John Smith	<a href="#">Preview</a> <a href="#">Share Report</a> <a href="#">Download</a>
102	Sarah Jones	<a href="#">Preview</a> <a href="#">Share Report</a> <a href="#">Download</a>
103	Mary Davis	<a href="#">Preview</a> <a href="#">Share Report</a> <a href="#">Download</a>

6. Go ahead and click **Preview** next to one of your responses, this will give you a first look at the individual Profile Report for that response. It should look like a Summary Report with the answer options for your selected response highlighted.



7. Click **Customize Report** to select which questions will appear in the Profile Report. To remove a question from the report, click on the **x** icon corresponding to that option. The customization options also allow you to:

- change individual chart elements
- include/remove statistics for compatible elements
- filter report data

Visit the [Legacy Summary Report documentation](#) to learn more about customization options.

# Incompatible Question Types

All questions are compatible, with the exception of those listed below:

- Textbox Grid\*
- Star Ranking Grid\*
- Net Promoter Score®\*
- Slider\*
- Slider List\*
- Continuous Sum\*
- Grouping (Open Card Sort)
- Image Heatmap
- Text Highlighter
- Video/Audio Sentiment
- Conjoint Choice-Based

\*These questions are listed as incompatible with Profile Reports because they report an aggregate statistic for all responses. These questions are included in Profile Reports, but do not highlight the specific respondent's answer.

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