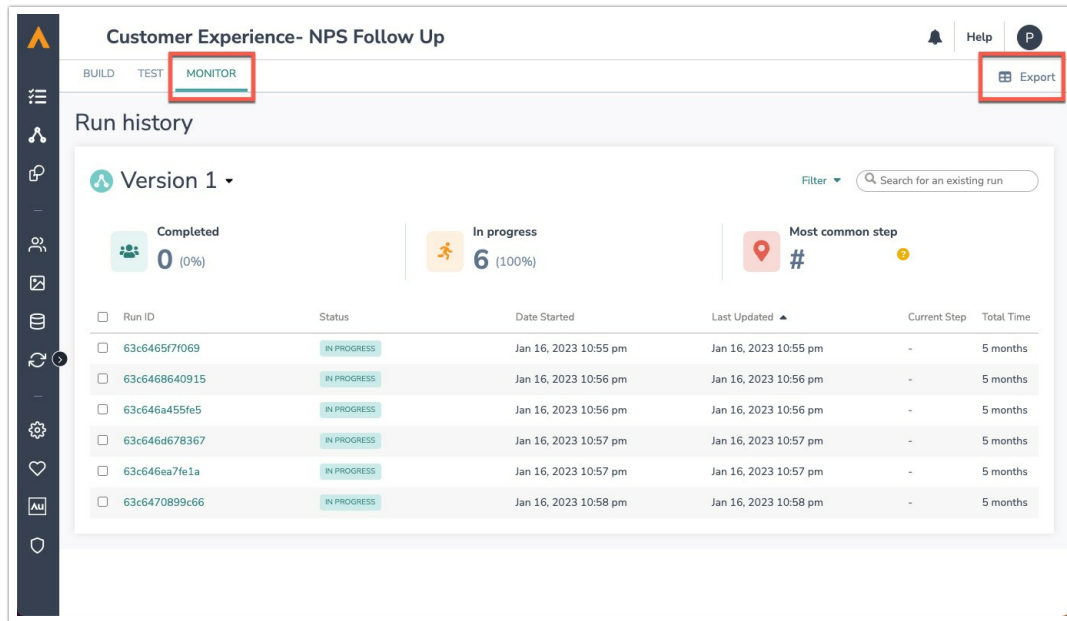# How to Report on a Workflow

Exporting Survey Response Data from a Workflow

The Exports feature in Alchemer Workflow allows users to export a CSV file for every survey linked within a workflow. These CSV exports include all the survey and response data, along with workflow and respondent run identification details.

The Exports feature allows users to combine data sets and view how a single person responded across all surveys in their workflow. Users can conduct further workflow and cross-survey analysis using the CSV files or by importing the data into their reporting and business intelligence tools.

Follow this step-by-step walkthrough to export data from your workflow.

Workflow Standard Reports

The reporting feature for Alchemer Workflow provides a single summary report across all surveys and forms included in a specific workflow. To generate reports for your Workflows, go to the Monitor Tab, and select the the Report button in the top right corner. For complete details on creating Workflow Standard Reports, go here.

Related Articles