

Verbatim Report



To create a Verbatim Report:

1. In the Report Manager tab select your survey and click on the **Verbatim** icon
2. Choose if you would like to apply conditions
3. Choose if you would like to group responses
4. Choose which questions you would like to display in your report
5. Click **Generate Report**

Verbatim reports allow you to view the answers to all open-ended questions in your survey. (e.g. Text box questions)



Report Properties

Show Report Legend Exclude All 'Did not answer'

Exclude all
"Did not
answer"

[Add Commentary](#)

Report Legend

Conditions Applied:

No Conditions Applied.

Grouped By:

No Grouping Applied.

Exclude 'Did not answer'

09. Please provide your input on last years Annual Convention.

Response

97	Everything was great.
102	Better location.
112	Improved transport between hotel and site.
123	Better sessions.
133	More indepth topics to be covered.
142	More discussion sessions.
150	Less lectures more hands-on.
196	seminars were too long
199	conference location was unappealing
201	accomodations were subpar

Responses
are listed in
order of
response
number



The system
only displays
50 responses
at a time. To
see the rest
click the link
that says "View
All Responses"
at the bottom
of each
question.

Remember: Some questions will not show up in Step 3 of the Report Wizard because they are not open-ended questions.