Surveys I Reviewing the participant answering status

If you would like to review how many participants have answered your Survey questionnaire to date:

- Log into your FinxS account and select "Surveys" under the 'Projects' tab on your dashboard.
- Select the relevant Survey project in the column on the left.
- Click the **"Response group" tab** in the project.
- If viewing the answering status of all response groups, a percentage will appear next to each group name.

Surveys Survey Example

| General | Response groups | Result groups | Emails | Summary |

Name	Full name	Password amount	Number of responses	Answering percentage	Action
Customer Service	ABC Company Customer Service Team	4	4	100.0%	✉ 📅
Management	ABC Company Management	4	3	75.0%	✉ 📅
Total		8	7	87.5%	

Print Response Data

- If viewing only a specific response group then an "X" will appear next to a person's name on the left, if they have not completed the questionnaire. If there is a tick, the questionnaire has been completed by that person.

Surveys Survey Example

| General | Response groups | Result groups | Emails | Summary |

Name	Management
Full name	ABC Company Management

Completed	First Name	Last Name	Email	Organisation	Password	Action
✓			info@hrprofiling.com		outmi6vqHA	
✗			courtney@hrprofiling.com		cwAs96vJJB (link)	✉
✓			sample@hrprofiling.com		HSDqxGkFd9	
✓			example@hrprofiling.com		Tviz2oCec5	

Add respondent   Print Response Data   Edit

- Alternatively, **an Excel spreadsheet can be downloaded** showing each participant's answering status.
- Simply highlight "All Response Groups" on the left and click on the Print Response Data button in the bottom right corner.
- This will create an Excel spreadsheet showing each participant. If a person has responded, they will have "Yes" next to their name. If they have not responded, "No" will be next to their name

Print Response Data