Responses

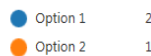| Questions	Responses ❶

- There are three different methods of viewing the responses of a form
  - Summary
  - Individual
  - Excel
    - A. Summary

      3 Responses   00:17 Average time to complete   Active Status

      - Provides a breakdown of how many responses have been received, the average time to complete and the current status of the form
      - Following the three dots in the bottom right of the summary provides the option to delete a response or print the summary
      - Under the summary each question is displayed with a visual breakdown of the answers collected for each question

        1. Radio Button Question

        Details

        ● Option 1   2
        ● Option 2   1

      - For each question a details section is available providing a breakdown of each end user who answered the question and their response

1. Radio Button Question

3 Responses

ID	Name	Responses
1	L	Option 1
2	L	Option 2
3	L	Option 1

  B. Individual provides the breakdown of each individual end user's response, with the answers provided by them

  C. Open in Excel provides a table of various columns of each end user who responded to the form such as name, answers, submit date and start date

B StartDate	C SubmitDate	D Responder	E Responder	F Radio Button Question	G Quiz Question	H Text box Question	I Please Rate this Questionnaire	J Please provide the date you filled out this question
03/01/2017 15:22	03/01/2017 15:22	L		Option 1	Option 1	Text box answer	4	03/01/2017
03/01/2017 15:29	03/01/2017 15:29	L		Option 2	Option 2	The second answer	2	03/01/2017
03/01/2017 15:29	03/01/2017 15:29	L		Option 1	Option 1	the third answer	5	03/01/2017