Include/Exclude Partial Responses in a Report or Export

Our Standard Reports will include Complete, Partial, Disqualified, and Test data by default. To override this:

- Click on the Filter option in the left-hand panel
- Click Add Filter and select the By Response Status option.
- Last, uncheck the response status/es you wish to exclude. Click **Save Filter** when you are finished.

filter	^			
how and hide certain responses hat you select.	based on criteria	Customer Report		
- A				
T		All Time 💌		
Add Filter -	N			
		Response Counts		
Compare Segments	^	Completion 75% Rate:		
Compare results between two or more groups of responses		Complete	3	
		Partial	1	
			Total: 4	

When accessing your report, you may also notice the following notification (if your report contains **Test Data**). Click the **add filter to exclude test data** link to quickly create a filter including **Complete, Partial,** and **Disqualified** responses.

This report contains both test data and real data. For an accurate report add filter to exclude test data. You may also d	elete all test responses or mark all test re	esponses as re	×
Q1 Customer Report	All Time	-	Report Options Bulk Edit Insert

All of our other reports and exports will include Complete and Test responses by

default. If you are looking to include partial responses in addition to completes, here's how!

- Go to the **Report/Export** tab and edit your report or export.
- Click to **Customize Report.**
- On the **Filter** tab, check the **Partial** checkbox under **Response Status**. **Save** and **Run/Refresh** your report or export.



If you need to exclude Partial responses from your reports/exports, the same process applies. Simply make sure that **Partial** is not checked in the Response Status Filter section.

