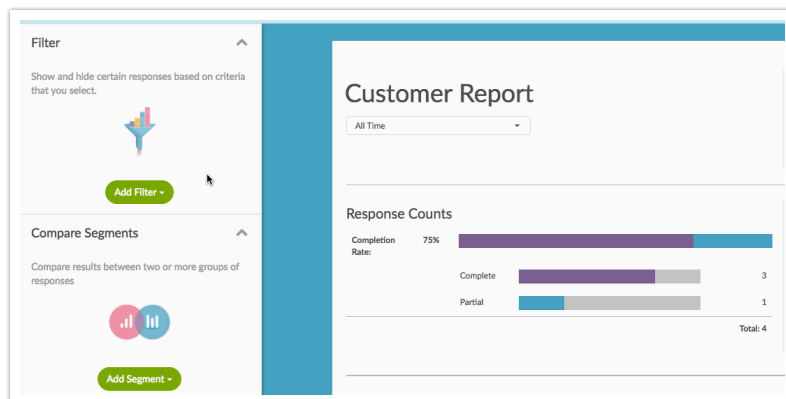


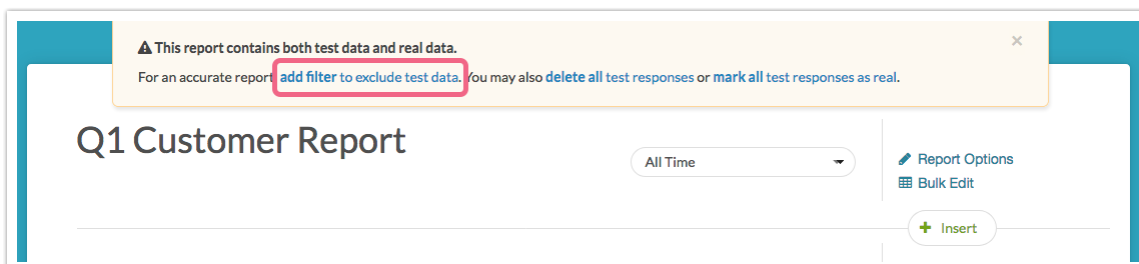
# Include/Exclude Partial Responses in a Report or Export

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.



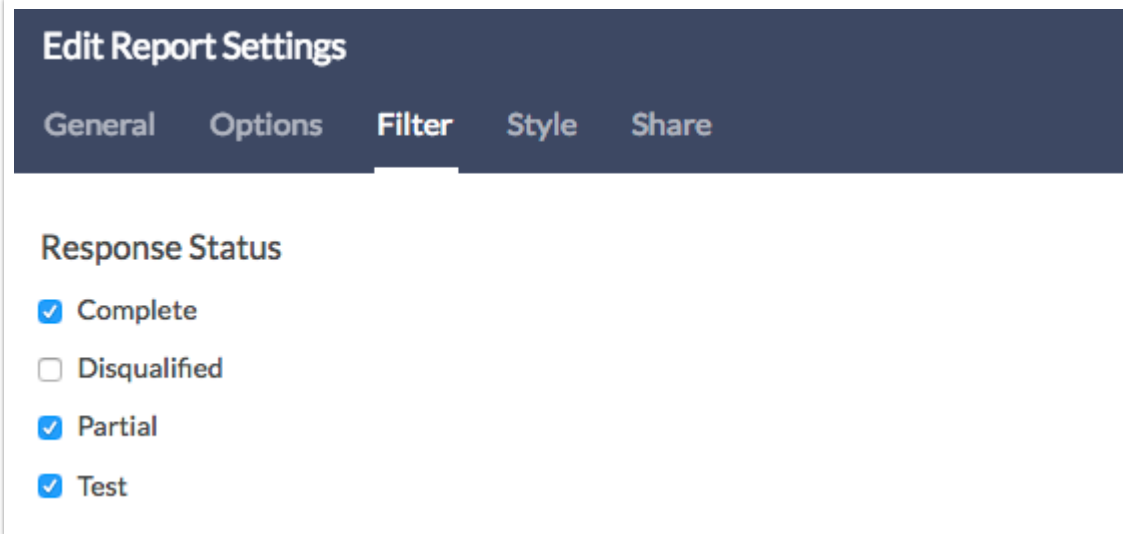
When accessing your report, you may also notice the following notification (if your report contains **Test Data**). Click the **add filter to exclude test data** link to quickly create a filter including **Complete**, **Partial**, and **Disqualified** responses.



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.



**Edit Report Settings**

General Options **Filter** Style Share

**Response Status**

- Complete
- Disqualified
- Partial
- Test

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.

Related Articles