

## Accessing Raw Survey Data

You can access the raw survey data for each of your surveys through the [survey management tool](#).

Raw survey data is available for download as soon as you receive online survey responses or enter paper survey data. However, in most cases you will want to wait until all the responses are in for a specific survey before downloading the raw data.

### Data from a Single Survey

First, go to the survey management page and locate the correct survey from the list. If you do not see the survey right away, remember to use the filters and keyword search to help find the survey.

The screenshot shows a survey management interface for a survey titled "Taking Care of You - 07/31/2019". The survey is categorized as "Health" and "Immediate", and was created by "Test PLA at PLA Test Library". The status is "Active". The "Attendance" count is 0, and the "Responses" count is 15, which is circled in red. A red arrow points to the "Responses" count. Below the survey details, there are options to download paper surveys and online survey links, along with buttons for "COPY SURVEY" and "GET REPORT".

Next to the survey name you will see the response count. Click the link to Download the response data, located next to the response count. The response data will download to your computer as a CSV file.

You can open that file using Excel or similar spreadsheet program. Each response will have its own row in the spreadsheet. While most of this data can be found either in the data dashboards or PDF summary reports, the CSV allows you to access all of this information in one place. The file includes columns for Library Name, Program Location, Program Name, Program Date(s), Survey Topic, Survey Type, Survey Name, and Attendance. It also has four fields not found elsewhere: Library ID, Response ID, Response Time, and Response Type. This could be useful if you want to analyze down to the individual response level, or if want to know when patrons completed an online survey that you emailed to them versus completing a paper survey.

|    | A          | B                | C                | D              | E                | F            | G           | H              | I          | J           | K             | L             |
|----|------------|------------------|------------------|----------------|------------------|--------------|-------------|----------------|------------|-------------|---------------|---------------|
| 1  | Library ID | Library Name     | Program Location | Program Name   | Program Date(s)  | Survey Topic | Survey Type | Survey Name    | Attendance | Response ID | Response Time | Response Type |
| 2  | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305592      | 9/4/2019      | Paper         |
| 3  | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305593      | 9/4/2019      | Paper         |
| 4  | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305594      | 3/30/2019     | Paper         |
| 5  | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305595      | 3/30/2019     | Paper         |
| 6  | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305596      | 3/30/2019     | Paper         |
| 7  | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305597      | 3/30/2019     | Paper         |
| 8  | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305598      | 11/5/2019     | Paper         |
| 9  | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305599      | 11/3/2019     | Paper         |
| 10 | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305600      | 11/3/2019     | Paper         |
| 11 | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305601      | 11/3/2019     | Paper         |
| 12 | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305602      | 11/3/2019     | Paper         |
| 13 | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305603      | 11/3/2019     | Paper         |
| 14 | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305604      | 11/3/2019     | Paper         |
| 15 | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305605      | 11/3/2019     | Paper         |
| 16 | 10097      | PLA Test Library | Nautilus Library | Taking Care of | 7/31/2019 - 7/31 | Health       | Immediate   | Taking Care of | 0          | 305606      | 11/3/2019     | Paper         |

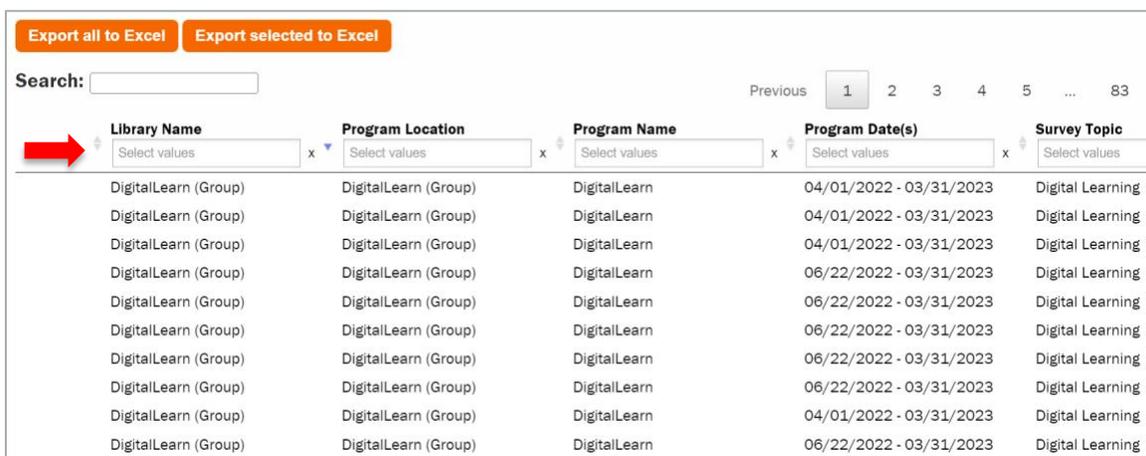
## Data from Multiple Surveys

You also have the option to download the raw data from multiple surveys at once. To do this, click the “Survey Response Viewer” button at the top of the Survey Management page.



You can select or sort your responses by the following fields: Library Name, Program Location, Program Name, Program Dates, Survey Topic, Survey Type, and Survey Name. Scroll to the right to see additional fields that allow you to sort by Attendance, Response ID, Response Date, Response Type, Question, or Response. To download the responses from all of your library’s surveys, click the “Export all to Excel” button.

To download only selected responses, click to select multiple rows of responses. Once you have sorted and selected the data to your specifications hit the “Export selected to Excel” button to download the selected raw data.



Raw survey data can be used for deeper analysis or imported into [data visualization](#) software. Your library also has access to PDF Summary Reports and Data Dashboard visualizations that can help you interpret your results and share them with stakeholders.