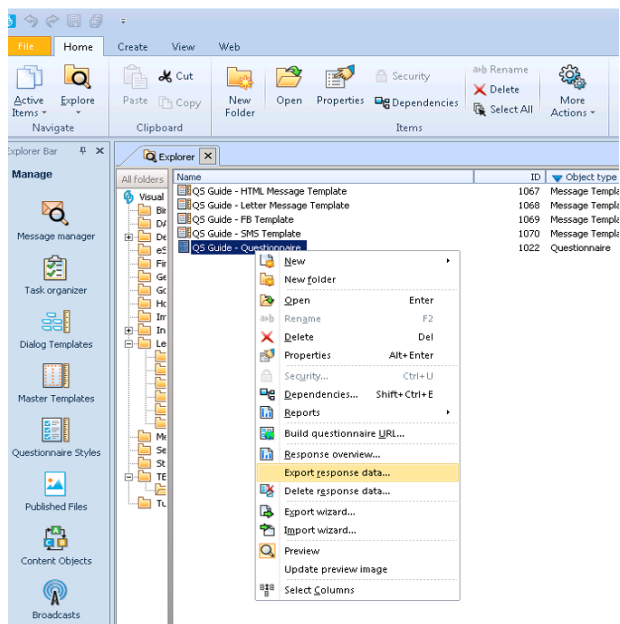
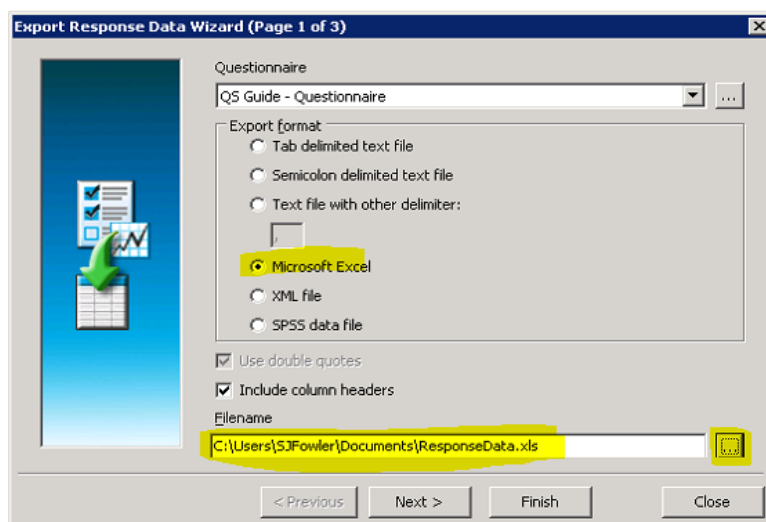


HOW TO: Extract responses from a Questionnaire

1. In the Explorer tab, go to the Questionnaire file you need to get responses from and right-click on it. Then from the drop-down box, select 'Export response data...' – pictured below.



2. In the Wizard window that pops up, select 'Microsoft Excel' (or your chosen output preference). Then click on the ellipsis button ('...') to select a place to save your file. Then, click 'Finish'.



3. Simply click 'Yes' on the next window that pops up to open the exported responses.

