How to filter Qualtrics survey results to show only responses related to a specific value in a dropdown list:

1. Go to "View Results" tab and click "Initial Report":



2. Go to the "View Reports" toolbar button, and click "Add a Subgroup to This Report..."

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<ul> <li>Your agenda items: ( please separate items using a slash / )</li> </ul>							SHOW	Style Et	
	1.	Your Name:							
	#	Answer				R	esponse	%	
	15	Benziger, Ron					58	9%	
	3	Eldridge, Mike					125	20%	
	4	Evans, Robert					139	22%	
	18	Goecker, Jeff					0	0%	
	6	Hash, Brenda					0	0%	

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3. As shown below, select "**Question**"; your **Question Name**; the **Value** to filter by within that question; and the condition "**Selected**."

5 Initial Report 📄 New Report	
Show Filters Drill Down	
<ul> <li>Questions</li> <li>I. Your Name:</li> <li>2. Your agenda items: (please separate items using a slach ()</li> </ul>	Apply Changes  If
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4. Once you have selected the subgroup criteria, click the "Apply Changes" button:

Apply Changes	
If Question ▼ Q3 Your Name: ▼ Benziger, Ron ▼ Is Selected ▼	
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5. The results are now filtered by the value you selected. You can export filtered the results to PDF (or other formats) using the buttons at top right:

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6. If you want to cancel the filter you can click the "X" next to the red filter indicator:

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		#	Answer	Response	%			
		15	Benziger, Ron	58	100%			
		3	Eldridge, Mike	0	0%			
		4	Evans, Robert	0	0%			
		18	Goecker, Jeff	0	0%			
		6	Hash, Brenda	0	0%			

7. If you want to filter on a different value without canceling the filter, you can simply select a new value and then click "Apply Changes":



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