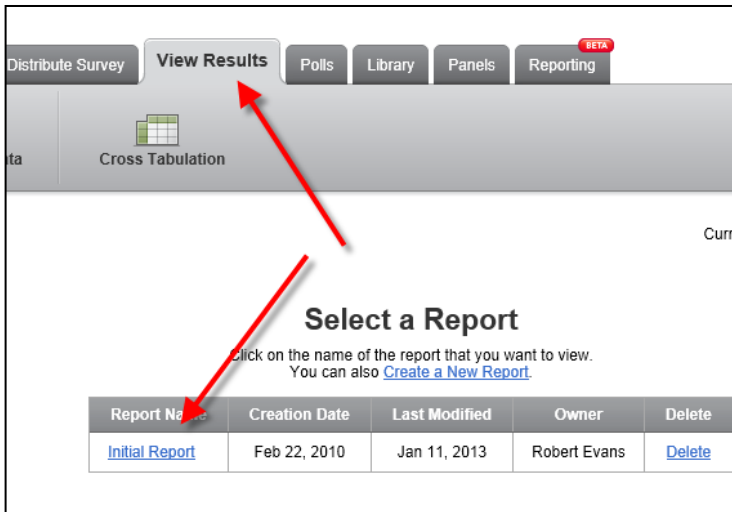
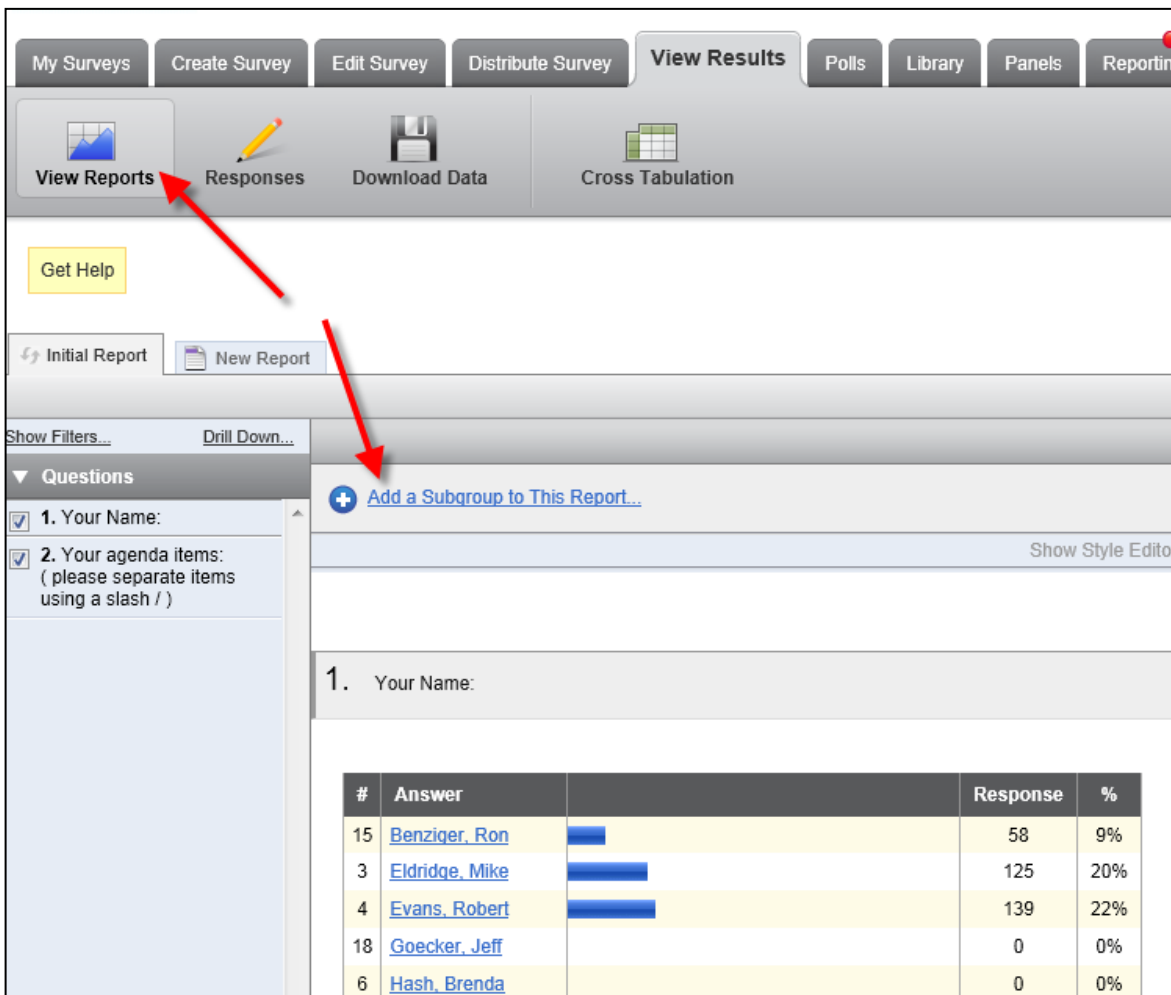


How to filter Qualtrics survey results to show only responses related to a specific value in a dropdown list:

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

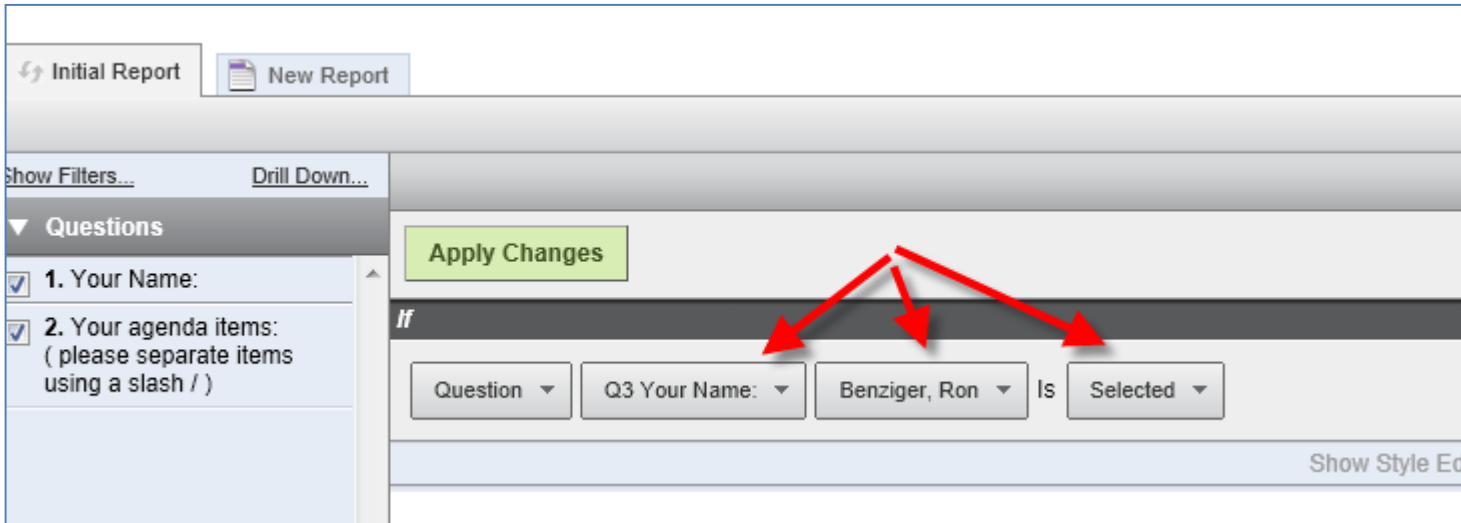


2. Go to the "View Reports" toolbar button, and click "Add a Subgroup to This Report..."

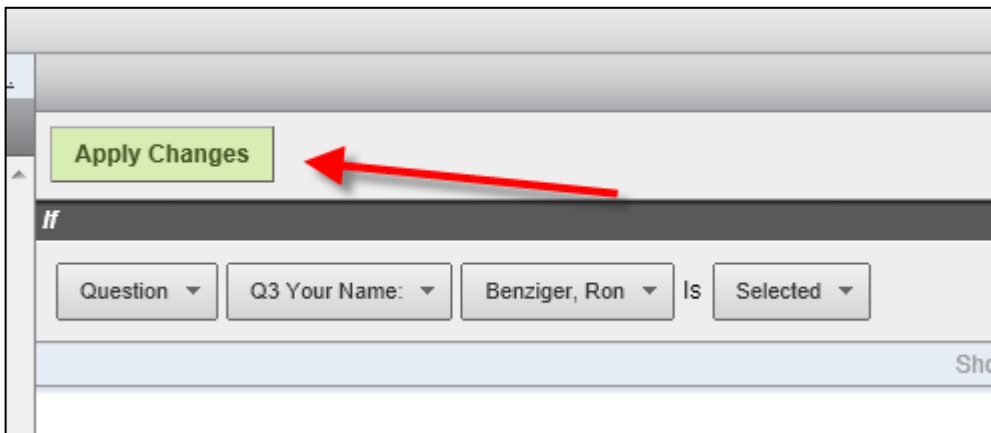


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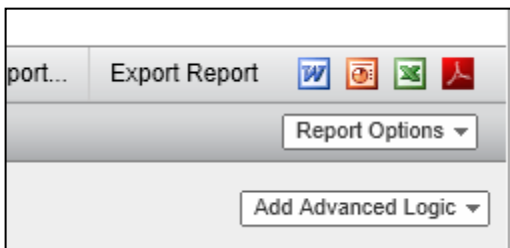
3. As shown below, select “**Question**”; your **Question Name**; the **Value** to filter by within that question; and the condition “**Selected.**”



4. Once you have selected the subgroup criteria, click the “**Apply Changes**” button:



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:

#	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":

#	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%
16	Hamirwasia, Sorabh	0	0%
7	Hearn, Karen	0	0%
8	Noguera, Alex	0	0%
10	Shoop, Wesley	0	0%
17	Yang, Sha	0	0%