16 February 2023

Transferring research data from Survey&Report to Sunet Drive

Once you have completed your data collection and possible analysis in the tool Survey&Report (SR), the data must be stored in Sunet Drive[1], which is the university's storage solution for research data. This applies to questionnaires and consent forms, which can be saved in a document. Other files may include respondent list, response data and any reports created in SR. Reports and analyses from other programmes (e.g. SPSS) should also be stored in Sunet Drive.

Saving questionnaire and consent form as PDF files

The instructions describe how to create a PDF file and show examples. Keep in mind that the online design of the forms cannot be recreated with the exact same design in a PDF file!

1. Select **Construction**, **Content** in the menu
2. Select **Survey overview**
3. Select **Export to PDF**
4. In the toolbar, select if you wish to include the following in addition to the questions: consent text, logic, page header, introduction and/or page footer.
5. The file is saved in the folder *Downloads/Hämtade filer* on your hard drive, unless you use a different folder for your downloads in the browser. Move the file to a suitable folder on your computer or directly to your project space in Sunet Drive.

Image 1. Example of the first questions in a survey.

Image 2. Example of question with branching logic. When exporting to PDF, the question appears together with the action in the same PDF file.

Exporting respondent list to an Excel file

To save the list with the respondents, you export the list to an Excel file.

1. In the survey, select **Distribution**, **Respondents**
2. Click **Export respondents**
3. The file is saved in *Downloads/Hämtade filer* on your computer.

Exporting response data to format of your choice

Your response data can be exported in a format of your choice, see image.

Image 3. Exporting response data to format of your choice.

1. In the survey, select **Answers, Export data**
2. Select if you want **Answer values** or **Answers as plain text**. If you select **Excel** (xlsx file) or **Text** (two csv files in a zip file), you can add a password to the file.
3. The file is saved in *Downloads/Hämtade filer* on your computer.

Exporting report to format of your choice

If you have created one or several reports via Survey&Report's report feature, you can save the report/s in PDF, Word or PowerPoint format.

1. Open your report
2. Select **Construction, Preview**
3. Select format in the toolbar.

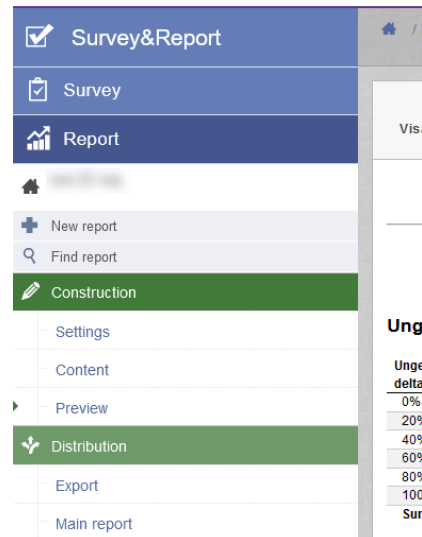You can also export via **Distribution, Export**.

Image 4. Export of report via Preview or Export.

Transfer your data to Sunet Drive for secure storage

You have now gathered a number of files to be transferred to your project space in Sunet Drive. You can find more information on secure storage in Sunet Drive here: https://www.kau.se/en/research/research-data/during-project/sunet-drive

What should I do in Survey&Report once I have transferred data to Sunet Drive?

If you are going to reuse your survey questions, you can save a copy of your survey to use them at a later date. Note that it is only the questions that are saved when you create a copy, not the answers. You can find **Copy survey** as a quick selection in the column on the right under the heading **Actions**.

Once you have ensured that all data have been transferred to Sunet Drive, you need to delete your research survey. On the start page of the survey, select **Close survey**, which is available as a quick selection in the column on the right. Then select **Remove** in the same menu.