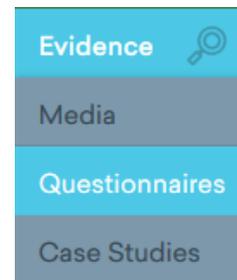


How to Export Questionnaire Answers

To export questionnaire answers into .csv format:

- Hover over **Evidence** and select **Questionnaires**



- Click on the relevant questionnaire

- Select **Answers** from the sections on the left-hand side

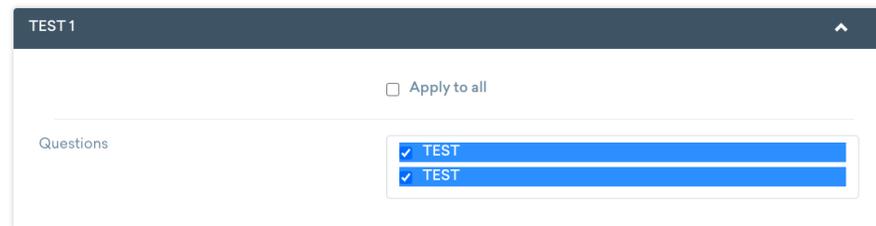
- Click on the **Magnifying Glass** icon 

- Apply the relevant filters for the questionnaire responses that you wish to export. For example, the **Entity Type** field can be used to find answers attached to specific type of record, and the **Answered (From/To)** fields can be used to find responses answered within a particular time frame. Once all filters have been applied, click **Search**

- Click on **Actions** and select **Export CSV**

- Choose the columns to include in the export and click **Submit**

Export CSV

A dialog box titled 'Export CSV' with a dark header bar containing 'TEST 1' and an upward arrow. Below the header, there is a checkbox labeled 'Apply to all'. Underneath, the word 'Questions' is followed by a list box containing two items, both labeled 'TEST' and each with a checkmark to its left. The list box has a blue background and a white border.

Submit

Close