

Mobile Data Collection Toolkit - SurveyCTO

Data filtering before downloading on the SurveyCTO server

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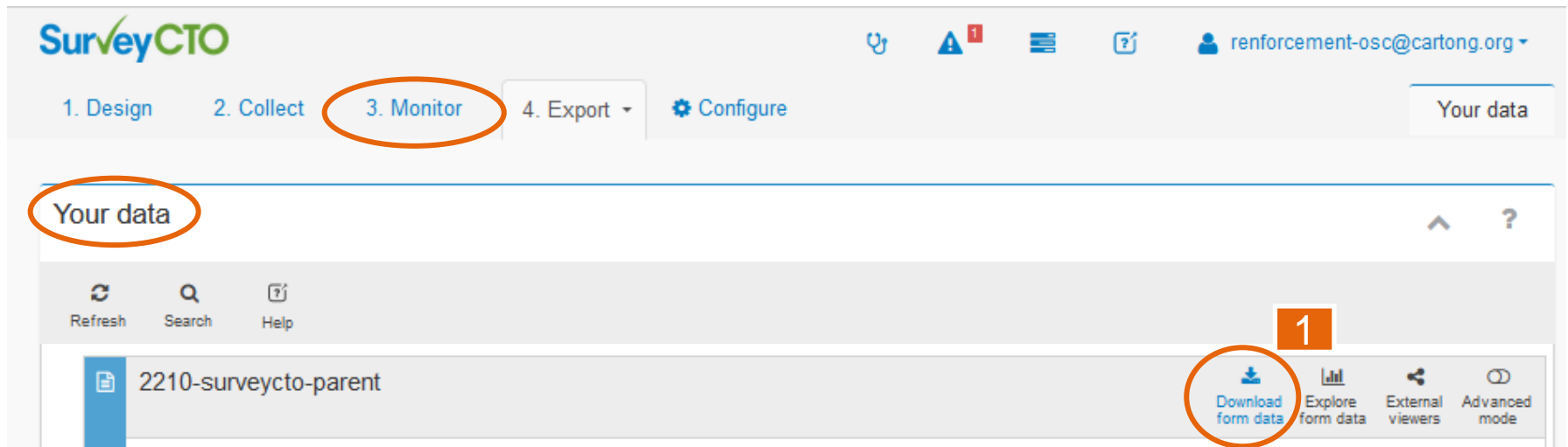
What is the benefit of filtering data before downloading?



Data filtering before downloading allows (for a dataset or a form) to **download only a part of the collected data.**

Filtering data before downloading (1/4)

To filter the data before downloading from the SurveyCTO server:



The screenshot shows the SurveyCTO web interface. At the top left is the SurveyCTO logo. To the right of the logo are several icons: a location pin, a warning triangle with a red '1', a hamburger menu, a question mark, and a user profile icon labeled 'renforcement-osc@cartong.org'. Below the logo is a navigation bar with four tabs: '1. Design', '2. Collect', '3. Monitor', and '4. Export'. The '3. Monitor' tab is circled in orange. To the right of the navigation bar is a 'Configure' gear icon and a 'Your data' button. Below the navigation bar is a header area with 'Your data' circled in orange, an upward arrow, and a question mark. Underneath the header are three icons: 'Refresh', 'Search', and 'Help'. The main content area shows a list of surveys, with the first one being '2210-surveycto-parent'. To the right of this survey name are four buttons: 'Download form data' (circled in orange), 'Explore form data', 'External viewers', and 'Advanced mode'. A small orange box with the number '1' is positioned above the 'Download form data' button.

1 Go to the section for downloading data.

Filtering data before downloading (2/4)

For the selected form/dataset, you can determine which submissions to include in the data download.

2210-surveycto-parent

Download form data | Explore form data | External viewers | Advanced mode

Form ID: parent_water, Complete submissions: 0

Download your data

You can export your form responses into the format of your choice, and then download them.

Export repeat groups as: ([Learn more...](#))

Wide format (default)

Submissions to include:

All submissions (default)

File format:

.xlsx (for use with Excel)

[Export files](#) [Close](#)

Filtering data before downloading (3/4)

You can either:

Submissions to include:

All submissions (default)

2a

All submissions (default)

A random subset of submissions

2b

2c

Recent submissions only

Export files

Close

2a Include all submissions.

2b Include a random subset of submissions.
→ In this case you will need to specify **how many** submissions you wish to download.

2c Include only the most recent submissions.
→ In this case you will need to specify **the number of days** (i.e. how many days old the downloaded submissions should be).

Filtering data before downloading (4/4)

It is done, data are downloaded according to the criteria you have just specified:

SurveyCTO

Data Exporter

2210-surveycto-parent

Explore Help Close

Please find your export files below. Click on each to save it to your local computer.

Note: The export format and time zone for date and time fields have been set according to your local web browser (French,).

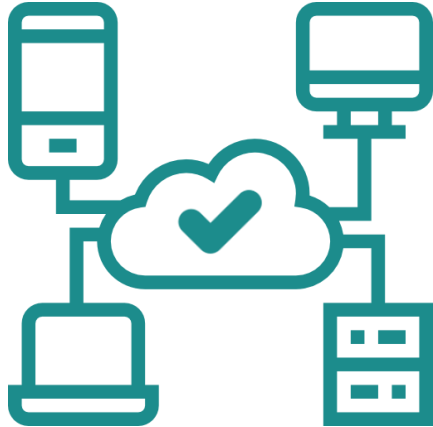
Exported data

2210-surveycto-parent_WIDE.xlsx

parent_water_export_report.pdf



Workflow & data filtering



If workflows* have been configured for the form/dataset for which you wish to download data:

It is possible to download both **approved**, and/or **held for review**, and/or **rejected** data (by default, rejected and pending validation data are not unselected).

→ To learn more, check out SurveyCTO's demonstration [video](#).



Other SurveyCTO tutorials available

In this toolbox, you will also find the following tutorials:

- **Groups, subgroups** and workspaces
- Centralized management of **roles, users** and **teams**
→ **Scenario** on the use of teams, groups and roles
- **Encryption of** data collected on SurveyCTO
- **Security settings** for SurveyCTO Collect
- **Submission types** on SurveyCTO
- **Case Management** on SurveyCTO
→ **Scenario** on case management and user-based access control
- **Importing** data into SurveyCTO
- **Workflows** of a SurveyCTO form
- **Automated quality checks** on SurveyCTO
- **Bulk data deletion** on the SurveyCTO server

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