

Merging language copies for reporting in Webropol 2.0

In the paragraphs below one of your surveys is called the *main survey* and the others your *language copies*.

1. Export the answers from each of your *language copies* to Excel (this is done via the reporting page in Webropol; see section 8.2 in the instructions). Choose "Statistical format" for exporting, and leave your Excel files open on your computer.

2. Then go **To survey folders**, click on your *main survey* and open it in the tab: **3 Collect responses**. Click *Email addresses and lists of respondents* in the menu bar to the left. (If you've only used *Public link* you have to click *Create also private survey* first to be able to choose "Email addresses").

Then select the tab: **Import from file**

3. Click **Show settings** down on the page at **Demographic info** and then click **Order Excel:**

4. Fill in your e-mail address and choose all variables. Then click **Get template** => an Excel file is sent to your e-mail address. This demographic file is the basis for inputting data from your language copies.

5. Open the demographic file in Excel. Copy the data from all *language copies* into this one (NB! Not from the *main survey*). Check that correct variables are pasted in correct columns (the demographic file does not contain e.g. text field questions). **The first two rows in the file are headings which you must not change. Start inputting data from row 3.**
6. The first column in the demographic file is for e-mail addresses. For those answers which lack e-mail addresses you can fill in fictive addresses e.g. aa@bb.fi (the same address can be copied into every row). If the e-mail column isn't complete the demographic file can't be re-imported into Webropol. Save the demographic file in Excel.
7. Return to Webropol to your *main survey* in the tab: **3 Collect responses** (see paragraph 2 above), where you under **Demographic info** click *Upload pre-filled excel file with demographic data* and *Upload demographic data directly to report*. Browse your demographic file (saved in Excel) and **Upload**
8. Return to **To survey folders**, click **Actions** ▾ to the right of your *main survey* and choose **To report**. Now your data from all *language copies* and your *main survey* are presented in the same report.