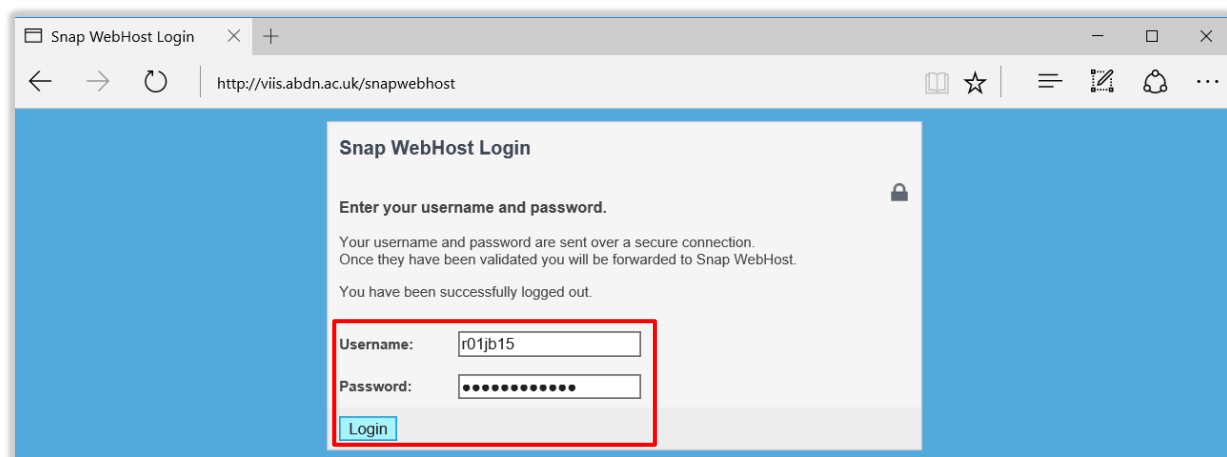


Snap - Downloading survey data

Download the data

1. Log in to the University's Snap WebHost:

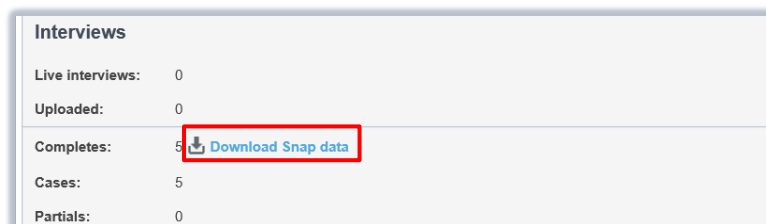
<https://viis.abdn.ac.uk/snapwebhost/>



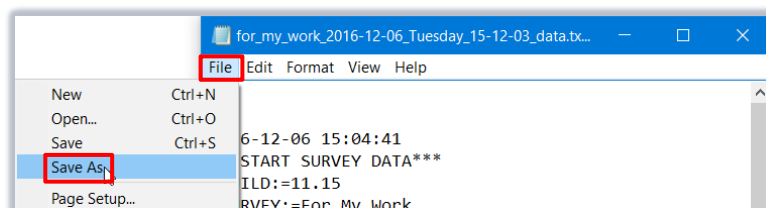
2. Click the name of your survey.



3. If the survey is finished, and you were storing partial completions, you need to close these off by clicking on the **close partials** link on the **Summary** tab.
4. On the **Summary** tab, click **Download Snap data**.
If you have previously downloaded any completes, only new records will be downloaded.



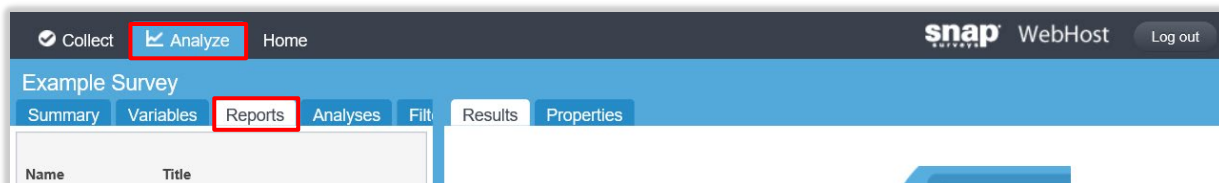
5. Depending on your settings, your browser may ask you where you want to save the file, or it may just download the file to your default downloads folder. Save (or move) the file to an appropriate location.



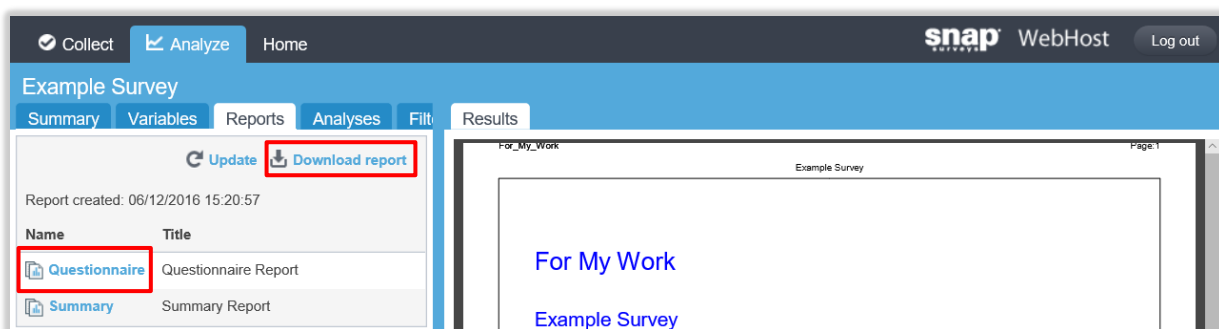
Run the reports

These reports can be run from Snap 11, however it is easier to run them from the Webhost as you can save them without using a virtual printer.

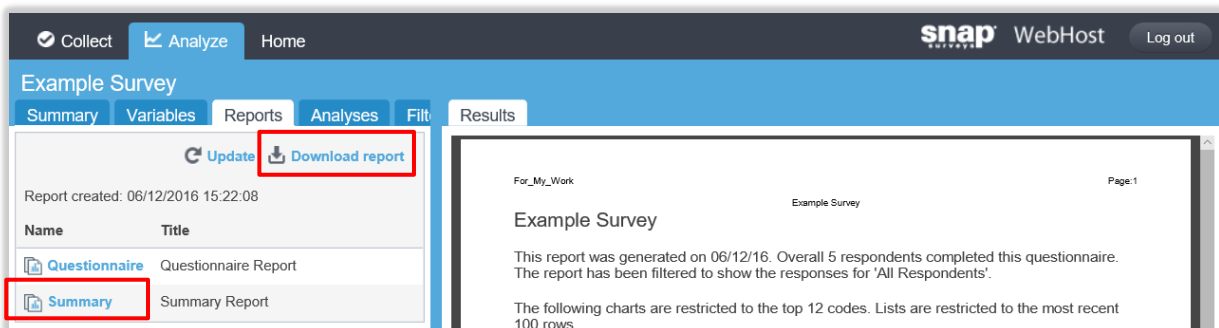
1. Open the survey and click **Analyze**, then click **Reports**.



2. You will need to download both the **Questionnaire** and **Summary** reports. First click **Questionnaire** then click **Download report**. Save the file in an appropriate location.

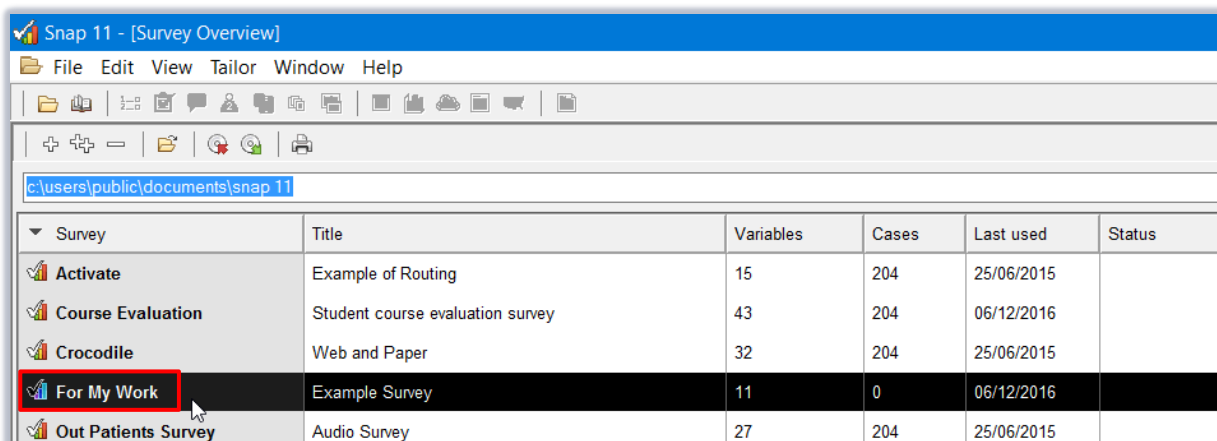


3. Then click **Summary**, click **Download report**, and save in the same location.

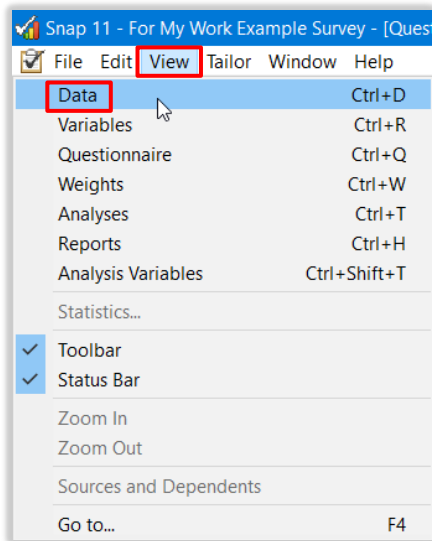


Import the data into SNAP

Open the survey in Snap desktop application.



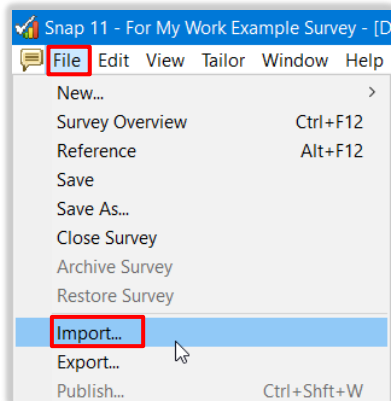
4. Click **Data** in the **View** menu.



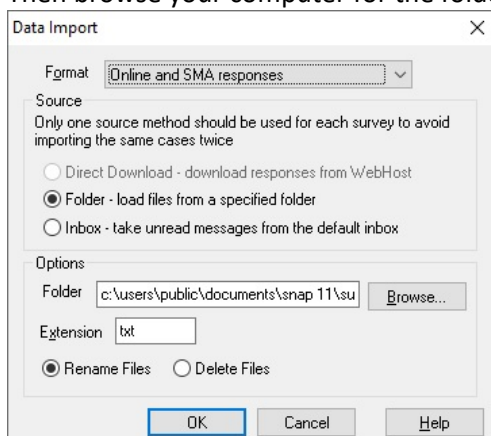
The screenshot shows the Snap 11 application window titled "Snap 11 - For My Work Example Survey - [Data Entry - Prompted Mode (Test Case)]". The window displays a table of test cases. The table has five columns: Name, Label, Response, Code, and Reply. The data is as follows:

Name	Label	Response	Code	Reply
Completed	Complete response received	Single	Nr	No reply
ID.date	Date of interview	Date	Nr	No reply
ID.start	Time interview started	Time	Nr	No reply
endDate	Completion date of interview	Date	Nr	No reply
ID.end	Time interview ended	Time	Nr	No reply
ID.time	Duration of interview	Quantity	Nr	No reply
N1	For My Work	None	Nr	No reply
N2	Example Survey	None	Nr	No reply
Q1	This is a question?	Single	Nr	No reply
Q2	This is a different type of question?	Single	Nr	No reply
Q3	This is the final question?	Single	Nr	No reply

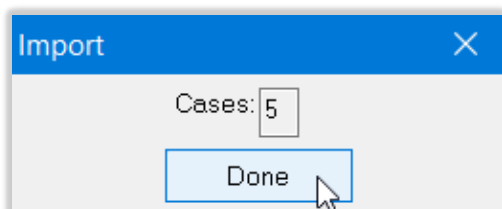
5. Select **Import** from the **File** menu.



6. In the **Data Import** window, change the **format** of the import to **Online and SMA responses**. Then browse your computer for the folder where you stored your data.

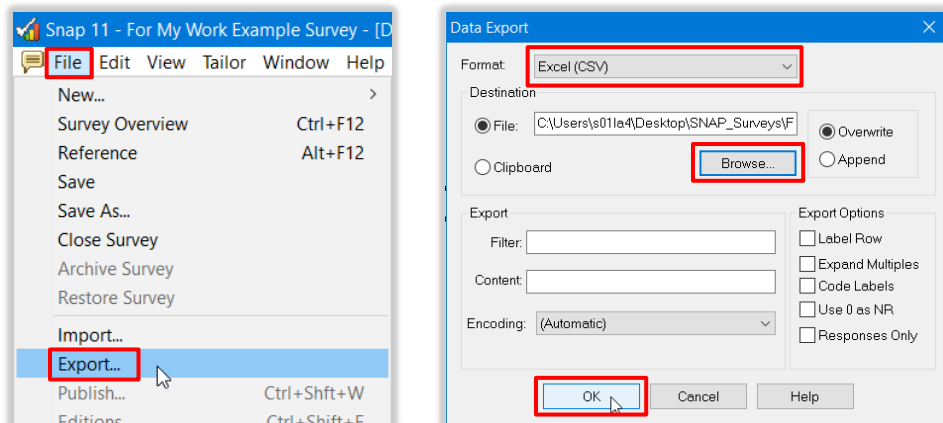


7. Click **OK** then **Done**.

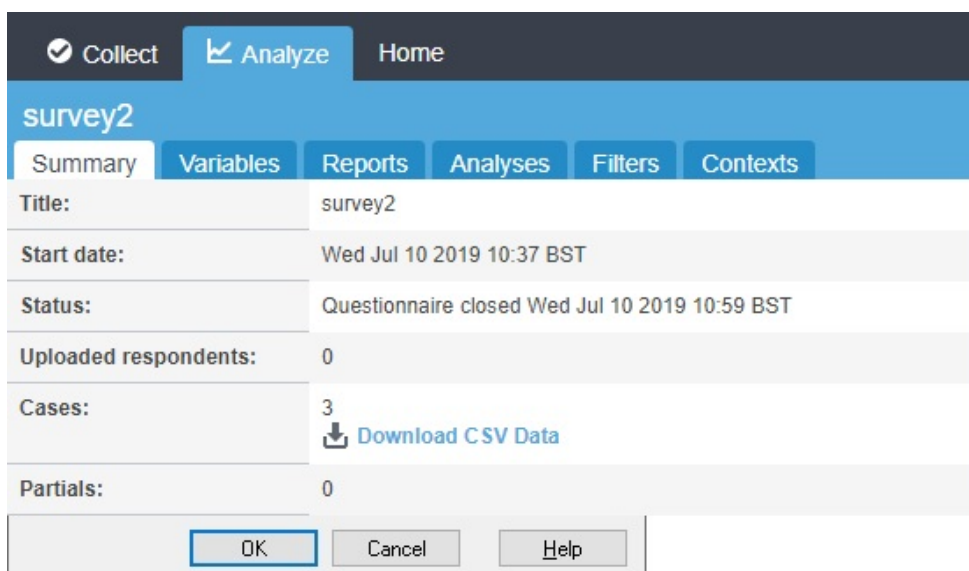


Exporting to Excel

1. Click **File** and then **Export**.
Select **Excel (CSV)** as the **format** and save the export in an appropriate location.

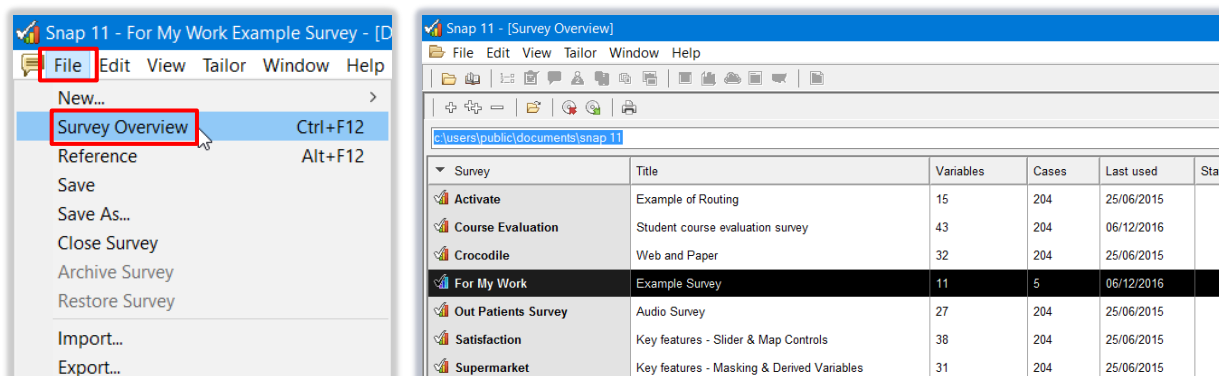


2. Open the file in Microsoft Excel, and save as an Excel file.
3. Data can be also exported to CSV directly from webhost

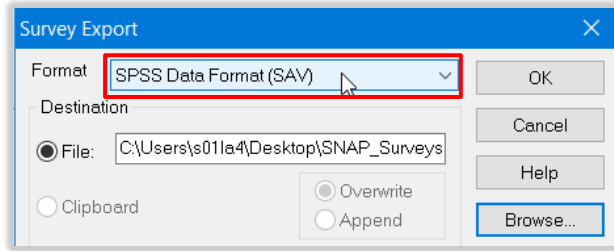


Export to SPSS

1. In the Snap desktop application navigate to the **Survey Overview** page in the **File** menu.



-
2. Select the name of your survey, then click **File, Export**.
 3. Select **SPSS Data Format (SAV)** from the **Format** menu.



4. Browse to an appropriate location for your export and click **OK, Yes**, then **Done**.