

## **How to report on an individual question in eProg**

- Go to eProg Management
- Select Response Reports.
- Select the form that you wish to report on from the drop down and then click on the version number of the form. If there are multiple forms usually the one at the top is the most recent but the date of the version should also be displayed.
- Once on the form go to the question that you wish to report on and click onto the reporting icon (a document with a tick) and this will display the results at the bottom of the page. There is the option to export to excel.
- If you have multiple questions to report on, you will need to repeat this for each question and may need to merge data into a single spreadsheet.