Using the Workbench

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Once inside a project, click the Workbench tab.

You're well on your way! Click **Next** for the next step.

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To create a Workbench, click "Click here to create a Workbench."

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Create a name for your Workbench and hit "Submit."

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To pull in some data from your project, click "+ New Column". You can create as many columns as you need to find what's important.

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Create a name to help you easily identify what data is in the column. You can also select which type between "Standard" or "Theme". First, make a Standard column to pull in responses from your project and click "Next."

You then will select which events you want included in your column. When you've finished, click "Next."

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Then, you can further filter down data appearing in the columns by selecting content that matches certain conditions. This step is optional if you do not need to filter your data further. Click "Submit" once you are finished!

Click on a response to see more information. *8 of 15*

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The sidebar shows you more information about a response, without taking you away from your analysis. From here, you can also pin responses you find important to put them at the top of their column as well as add insights to a post.

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Next, create a theme column. Themes allow you to manually group responses to best fit your research. This may look like pulling in the top posts or simply sorting a question's data further. Once you've named your theme column, click "Submit."

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Add a theme to a response by dragging the response from a standard column and then dropping it onto a theme column. After adding a response to a theme column, the response will be labeled with the theme to allow you to easily see what themes it's a part of.

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Click "+ Add Workbench" to add a new Workbench.

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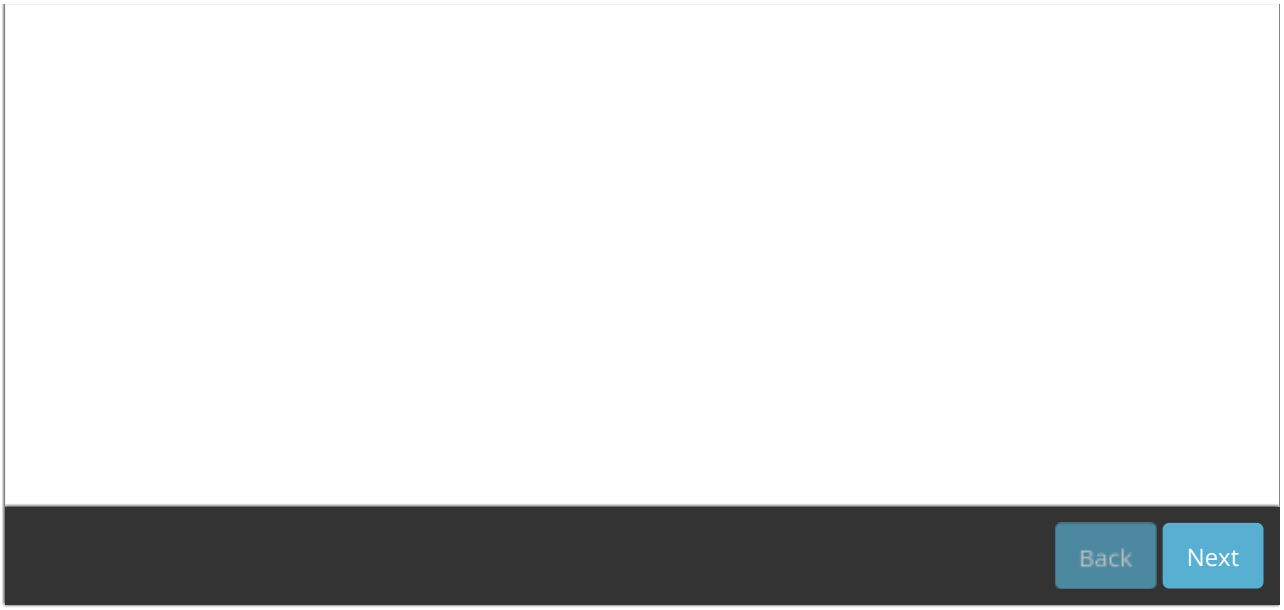
You can switch between Workbenches with the drop down arrow.

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Click "Export Themes" to download a copy of your themes and the responses in them. This exports as an XLSX file.

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If you need help while using the Workbench, click "Workbench Tour" for a walk-through of how to use it.


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