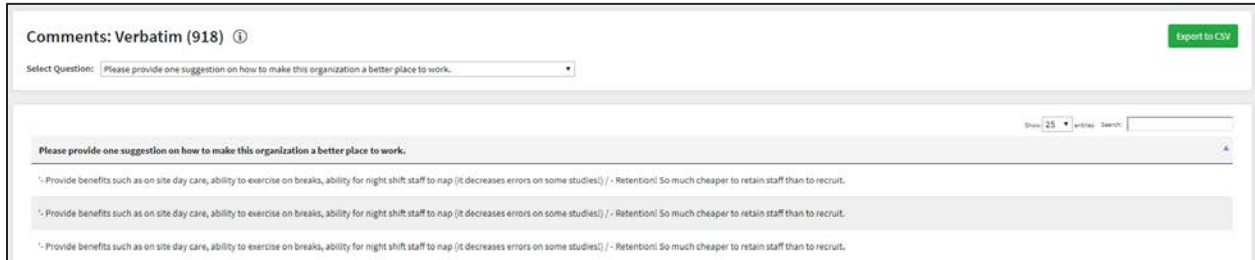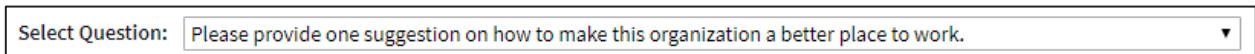# EMPLOYEE ENGAGEMENT COMMENTS

The Comments page shows verbatim comments for all open-ended items asked on the survey.
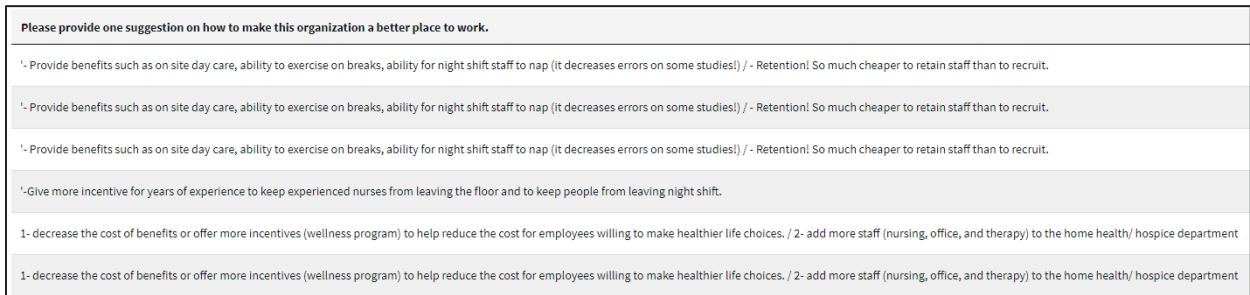

Selecting Items to View

To view an item, select it from the **Select Question** dropdown menu.
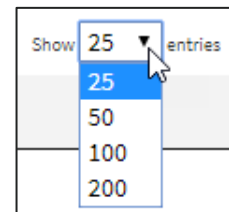

Viewing Comments

The middle of the screen will show all available comments.

Searching

The Search feature can be used to search the page for keywords. Simply type any words you'd like to find into the search field.

In your search, you can choose to show 25, 50, 100, or 200 comments on a page at a time.

Exporting to CSV

The entire page can be exported to CSV by clicking the Export to CSV button.