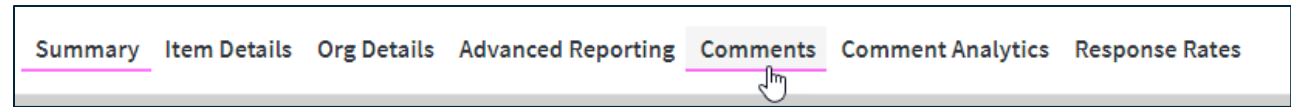# Lifecycle — Comments

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

Summary	Item Details	Org Details	Advanced Reporting	Comments	Comment Analytics	Response Rates

Selecting Items to View

To view an item, select it from the Select Question dropdown menu. You can also select a Theme, Focus, and /or Sentiment.

Select Question: What did you like least about working here?
Select Theme: Development
Select Focus: Career Advancement
Select Sentiment:
- Positive
- Neutral
- Negative

Viewing Comments

The middle of the screen will show all available comments with applicatble themes and focuses tagged underneath.

What is one thing you liked most about working here?

Ample recognition for job performance.
Uncategorized Comments

Being able to use employee discounts at other local businesses.
Compensation   Compensation | Benefits

Everyone on my team was willing to help others when needed.
Workplace   Workplace | Coworkers   Workplace | Teamwork

Sentiment

The breakdown of the comments by sentiment according to the percent negative, positive, and neutral is shown in the lower right corner.

Positive	Neutral	Negative
61%	19%	19%
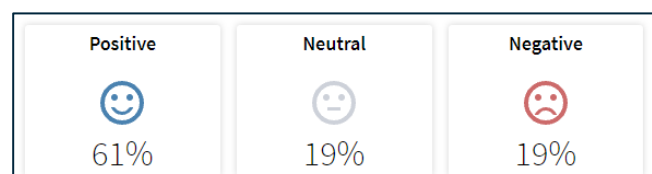
Date Range

To change the timeframe of the report, select Date Range and apply your changes.

Onboarding and **Entrance** surveys are based on the employee's position effective date.

The **Exit** survey is based on the employee's termination date.

Searching

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

Number of Search Entries to Show

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.