



HOW DO I Search for code in SurveyTime

This guide shows you how to search for questions in the codebook using codes, and how to find out which question the code relates to.

Source: TAM18 GB TGI 2018 Q3 (April 2017-May 2018).

- Open SurveyTime and select the survey you wish to search in.
- In the **Code Book**, click on and open **Advanced Search Options** and select **Search for Code**, which can be found near the bottom (**figure 1**).
- In this example, we are going to look for the codes; **LOOPTAA** and **INETAYES**. The codes can be searched for individually, by putting them one at a time into the **Search** box. Alternatively, you can search for multiple codes at once.
- When searching for multiple codes, put a **semi-colon** between each code, and ensure that there are **no spaces** between the code, e.g., **LOOPTAA;INETAYES** (**figure 2**).
- The codes used in this example relate to 'Internet – Used ~ Yes' and 'Definitely Agree/Tend to Agree ~ I am an optimist'. All the sections under which the latter statement can be found are shown in the search results.
- To find which code relates to which statement, put them into the rows (**figure 2**). Go to the **Coding Grid**, and then to the **Rows** section. Here you will find the statements under **Title**, and the corresponding code under **Code** (**figure 3**).

Yes ~ Internet - Used has the code **INETAYES**

DA/TA I am an optimist has the code **LOOPTAA**

Figure 1

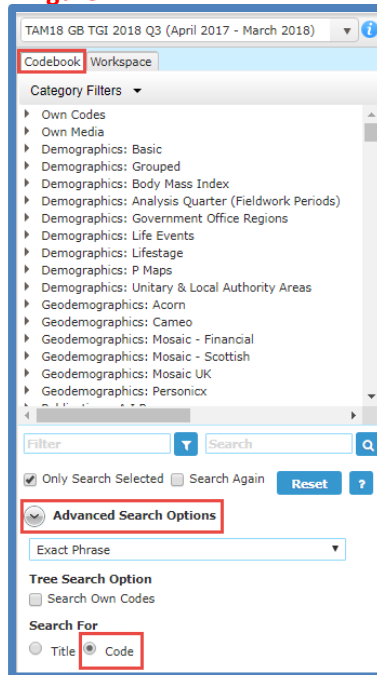


Figure 2

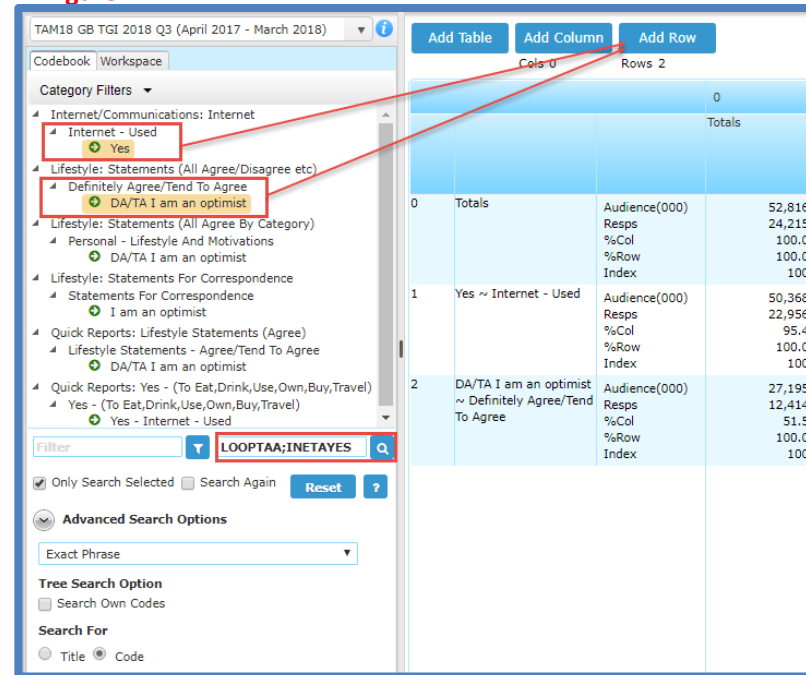


Figure 3

