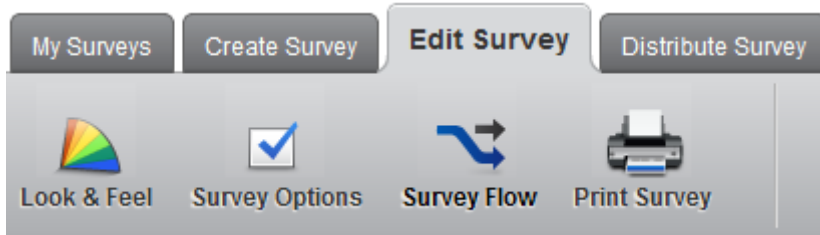


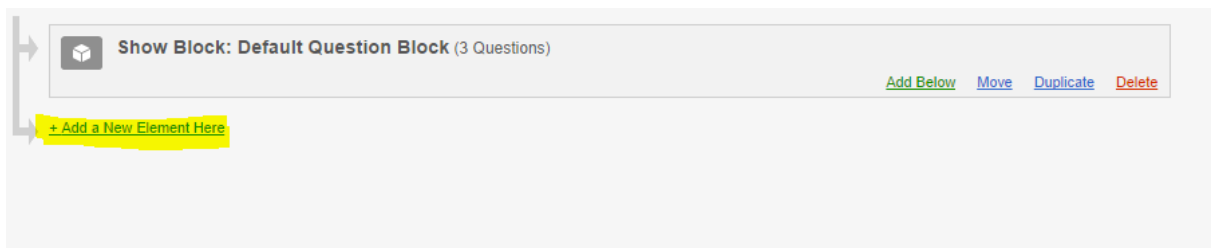
How to create surveys in Access using Qualtrics

Set up the complete redirect

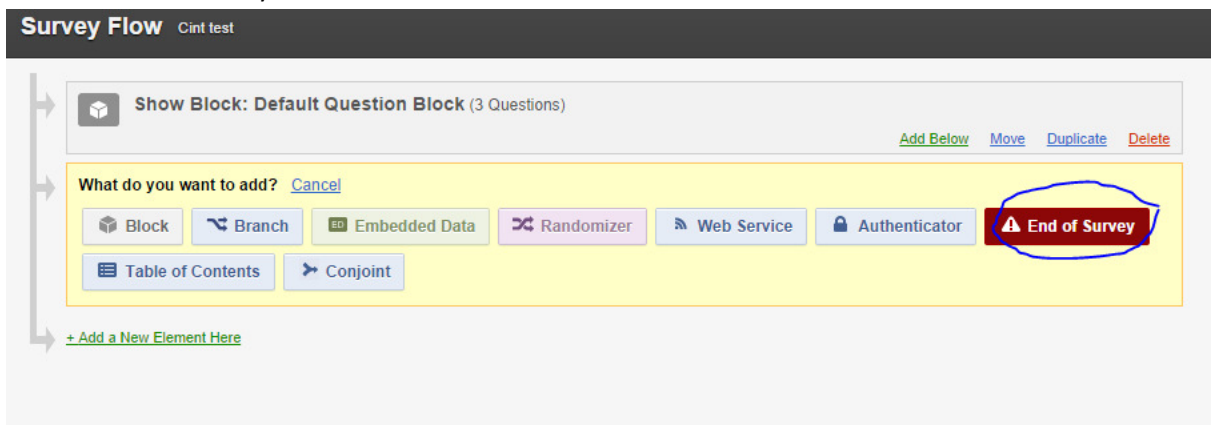
1. Create your survey in Qualtrics.
2. Click on your survey > edit survey tab > survey flow



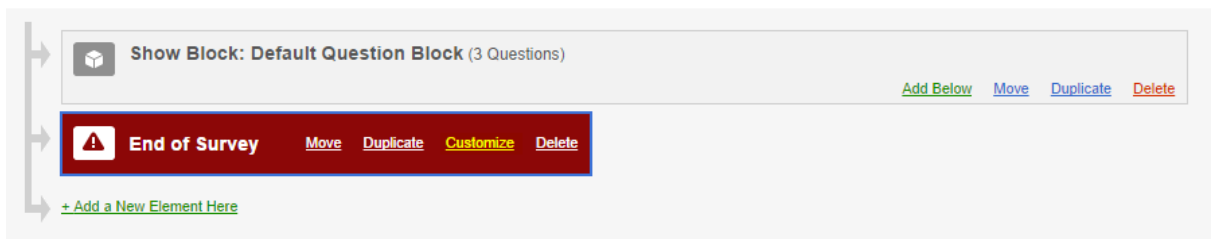
3. Choose: Add a new element here



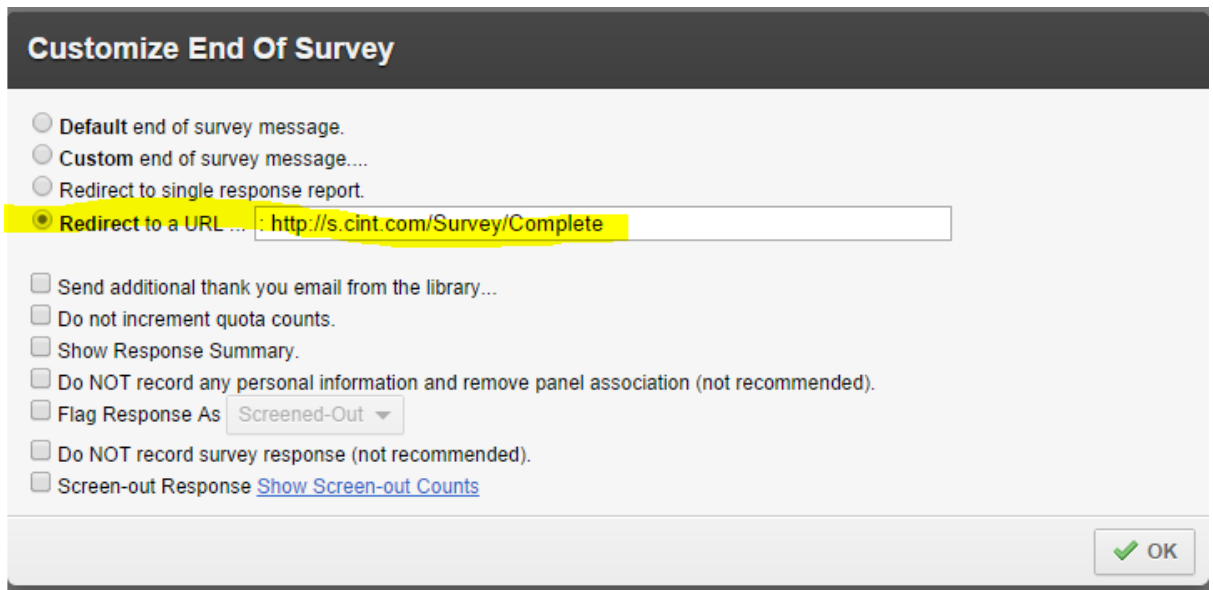
4. Choose: End of survey



5. Choose: Customize



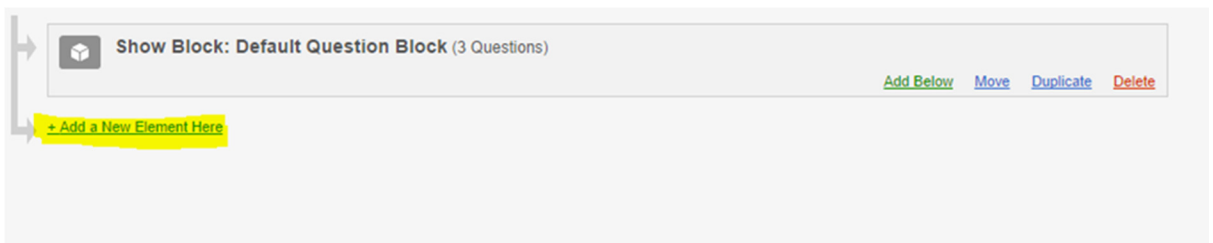
6. Click on “redirect to URL...” and insert the Re-direct you get from Access, please note that the link in this screen shot is only an example.



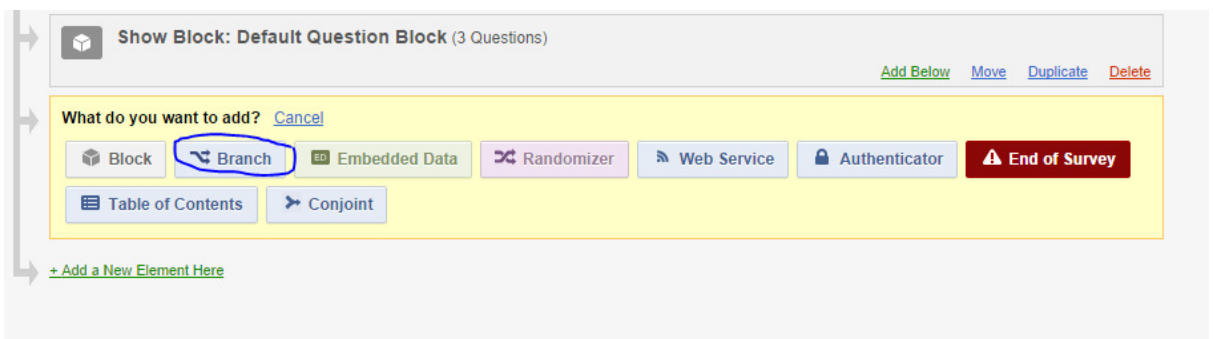
Screen-Outs

To use screen-outs in Qualtrics please follow the below steps.

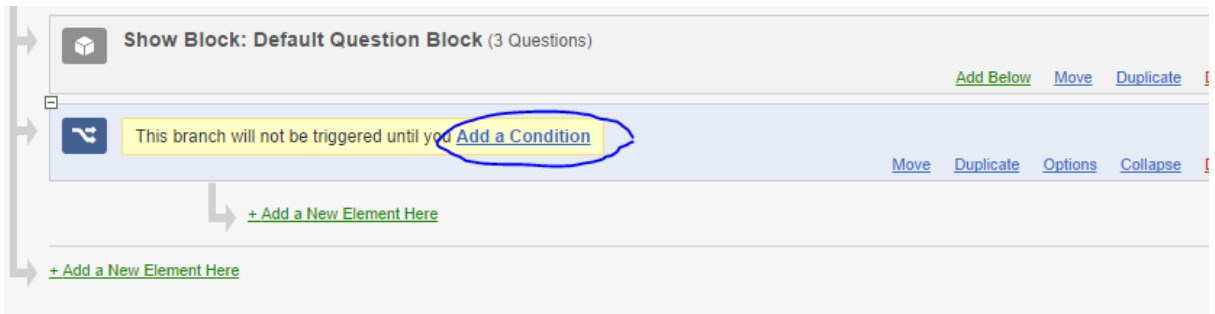
1. Add a new element:



2. Choose: Branch

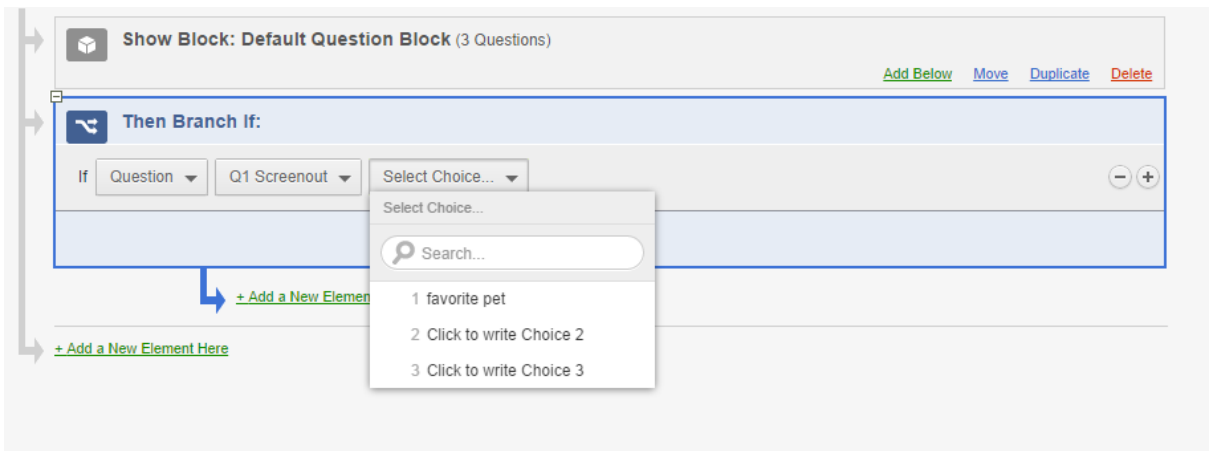


3. Choose: Add a condition:



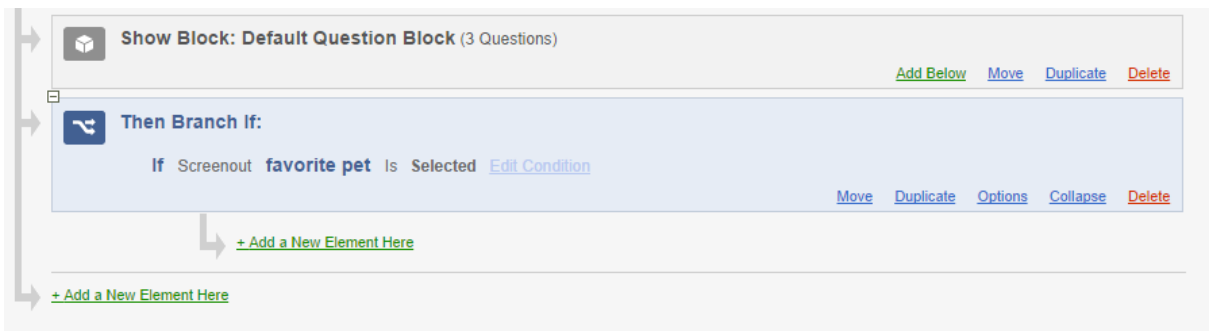
Show Block: Default Question Block (3 Questions) [Add Below](#) [Move](#) [Duplicate](#)
 This branch will not be triggered until you **Add a Condition** [Move](#) [Duplicate](#) [Options](#) [Collapse](#)
 + Add a New Element Here
 + Add a New Element Here

4. Choose the question you want to screen out on:



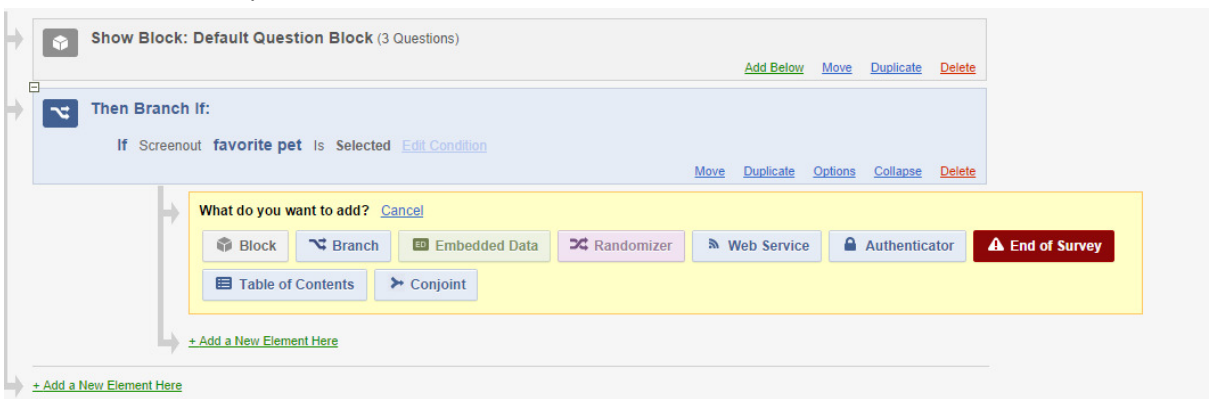
Show Block: Default Question Block (3 Questions) [Add Below](#) [Move](#) [Duplicate](#) [Delete](#)
 Then Branch If:
 If Question Q1 Screenout Select Choice...
 Select Choice...
 Search...
 1 favorite pet
 2 Click to write Choice 2
 3 Click to write Choice 3
 + Add a New Element Here
 + Add a New Element Here

5. Click OK > Add a new element:



Show Block: Default Question Block (3 Questions) [Add Below](#) [Move](#) [Duplicate](#) [Delete](#)
 Then Branch If:
 If Screenout **favorite pet** Is Selected [Edit Condition](#) [Move](#) [Duplicate](#) [Options](#) [Collapse](#) [Delete](#)
 + Add a New Element Here
 + Add a New Element Here

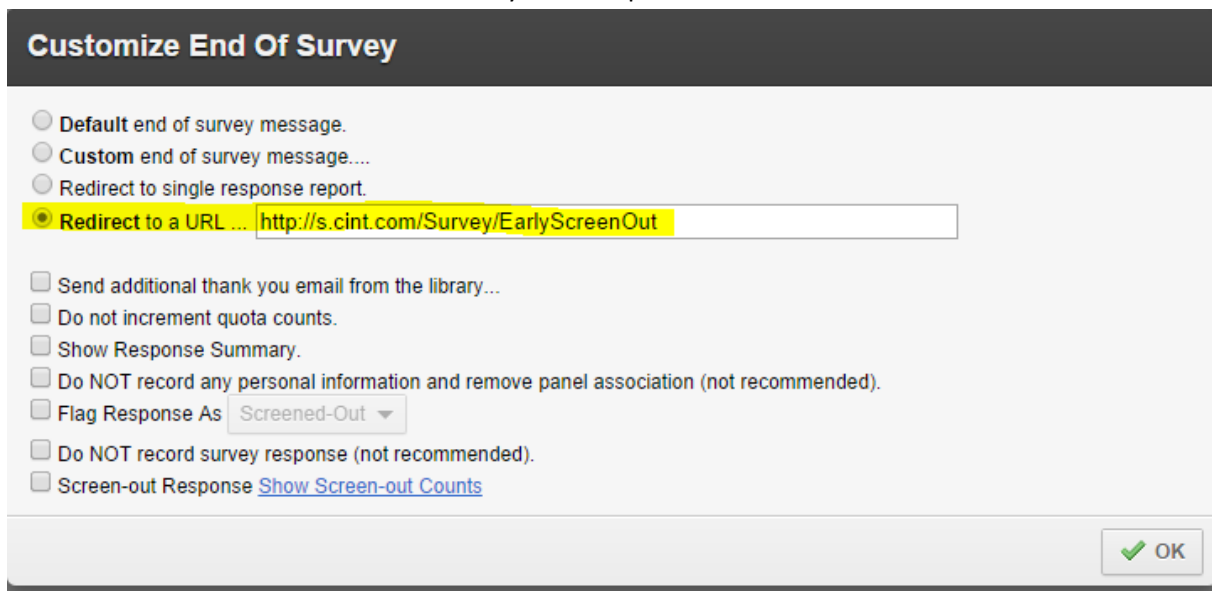
6. Choose end of survey > Customize >



Show Block: Default Question Block (3 Questions) [Add Below](#) [Move](#) [Duplicate](#) [Delete](#)
 Then Branch If:
 If Screenout **favorite pet** Is Selected [Edit Condition](#) [Move](#) [Duplicate](#) [Options](#) [Collapse](#) [Delete](#)
 What do you want to add? [Cancel](#)
 Block Branch Embedded Data Randomizer Web Service Authenticator **End of Survey**
 Table of Contents Conjoint
 + Add a New Element Here
 + Add a New Element Here



- Click on “redirect to URL...” and insert the Screen out Re-direct you get from Access, please note that the link in this screen shot is only an example.



Customize End Of Survey

Default end of survey message.

Custom end of survey message....

Redirect to single response report.

Redirect to a URL ...

Send additional thank you email from the library...

Do not increment quota counts.

Show Response Summary.

Do NOT record any personal information and remove panel association (not recommended).

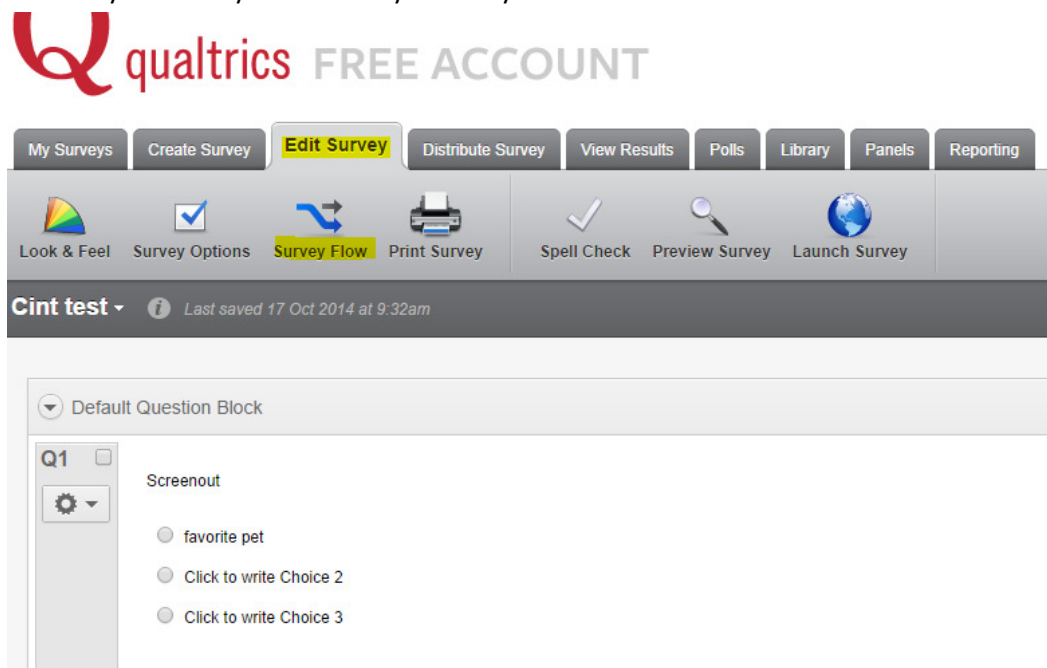
Flag Response As

Do NOT record survey response (not recommended).

Screen-out Response [Show Screen-out Counts](#)

How to set up the link template so you can capture the Cint IDs in your data

- Click on your survey > Edit survey > Survey Flow



qualtrics FREE ACCOUNT

My Surveys Create Survey **Edit Survey** Distribute Survey View Results Polls Library Panels Reporting

Look & Feel Survey Options **Survey Flow** Print Survey Spell Check Preview Survey Launch Survey

Cint test Last saved 17 Oct 2014 at 9:32am

Default Question Block

Q1

Screenout

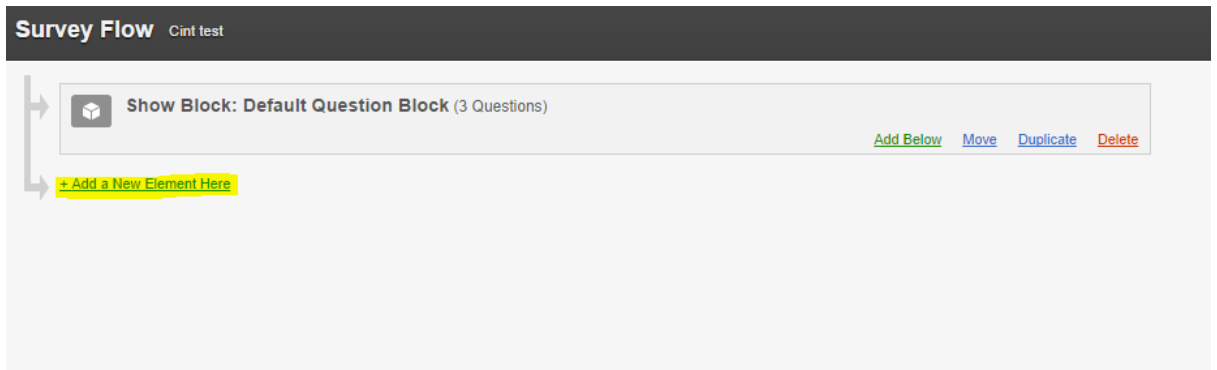
favorite pet

Click to write Choice 2

Click to write Choice 3



2. Choose: Add a new Element Here



Survey Flow Cint test

Show Block: Default Question Block (3 Questions) [Add Below](#) [Move](#) [Duplicate](#) [Delete](#)

+ Add a New Element Here

3. Choose: Embedded Data



Survey Flow Cint test

Show Block: Default Question Block (3 Questions) [Add Below](#) [Move](#) [Duplicate](#) [Delete](#)

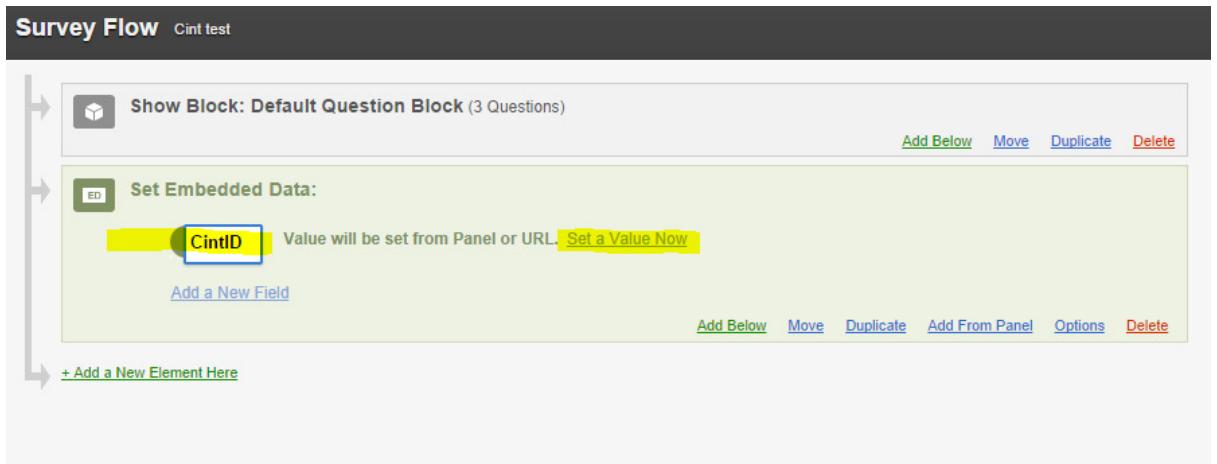
What do you want to add? [Cancel](#)

Block Branch **Embedded Data** Randomizer Web Service Authenticator End of Survey

Table of Contents Conjoint

+ Add a New Element Here

4. Change the text to: CintID and click on "Save" on the bottom of the page.



Survey Flow Cint test

Show Block: Default Question Block (3 Questions) [Add Below](#) [Move](#) [Duplicate](#) [Delete](#)

ED Set Embedded Data:

CintID Value will be set from Panel or URL. [Set a Value Now](#)

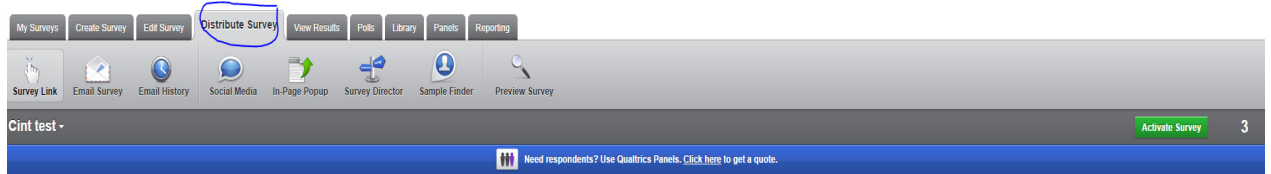
[Add a New Field](#)

[Add Below](#) [Move](#) [Duplicate](#) [Add From Panel](#) [Options](#) [Delete](#)

+ Add a New Element Here



5. Go to “Distribute Survey”



Survey Is Not Active

[Activate your survey to collect responses](#)

Your survey is inactive for the following reasons:

- **Quality Control**
The survey cannot be taken by recipients and allows you to review it before it can be taken.
 - **Ease of Building**
In 'Edit Survey' you have access to quick and simple build modes that are not available with active surveys.
 - **Data Integrity**
Since no one can take an inactive survey you don't need to worry about invalidating your data. Once data has been collected you must be careful not to invalidate results when modifying the survey.
- A survey should not be activated until you are ready to collect responses from recipients.

6. The Survey link will now show, copy it.
7. In Cint Access, click on “Add links” and choose to use a link template.
8. Paste the survey link from Qualtrics into Access, and add **&CintID=[ID]** at the end of the link.
Example: [https://qtrial2014az1.az1.qualtrics.com/SE/?SID=XXXXXXXX&CintID=\[ID\]](https://qtrial2014az1.az1.qualtrics.com/SE/?SID=XXXXXXXX&CintID=[ID])

