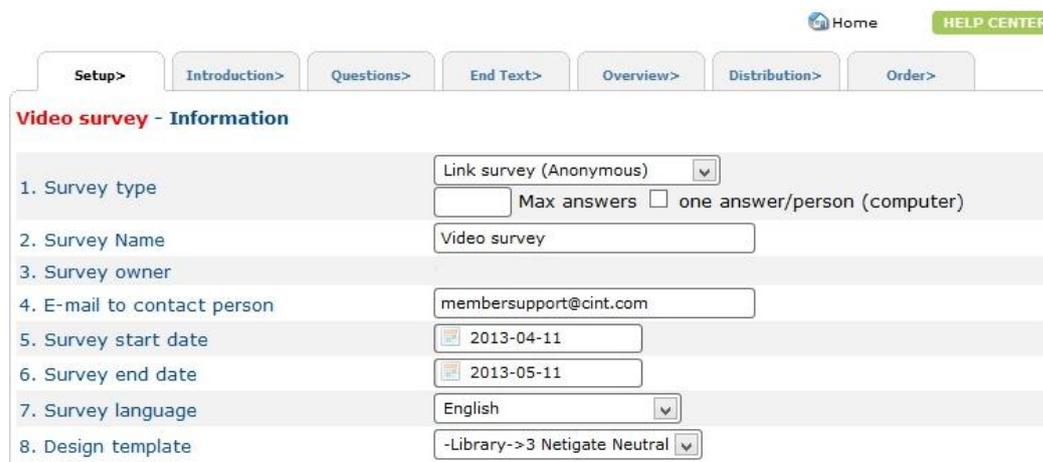


How to create surveys in Access using Netigate

Create your project

1. Create your survey in Netigate.
2. Click the tab **Settings**. Fill in the setting as per below. Please note that the **Max answers** field should be left blank.



3. Click on the tab **'End Text'**.
 - a. Leave the **'Heading'** and **'Thank you page'** blank.
 - b. Under **'Enter web address for redirection after completed survey'** enter the complete redirect link (will appear when you have created your project in Access).
4. To allow Netigate to capture unique IDs you need to activate the "Cint Support" function.
 - a. On the first question add the response mechanism **'CINT support'**. Type **'CPXID'** in the field that appears.



5. Activate your survey in Netigate by clicking on the tab **Order** and then on **Order/Activate Survey**.

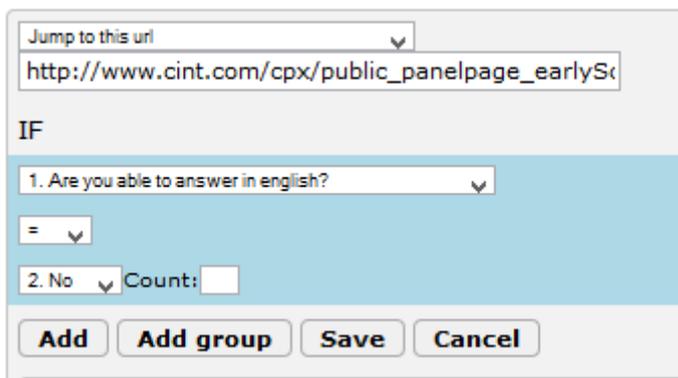


Screen-Outs

To use screen-outs in Netigate you need to have the function Advanced Logic enabled, ask Netigate support to activate this for you if it is not enabled. To make a question a screening question, click on the blue button below:



Select the answer you want to screen out and choose **Jump to this url**. Enter the *screenout link* (will show when you have created your project in Access). Click on **Add** to save.



Generate links in Access

1. Create your project and target groups in Access
2. After you have clicked on Create Project, click on **Add links**
3. Copy the web link from Netigate and paste it under **Enter link template**.

At the end of the link, add **&CPXID=[ID]**. The link should look like this:

[https://www.netigate.se/a/s.aspx?s=XXXXXXXX&CPXID=\[ID\]](https://www.netigate.se/a/s.aspx?s=XXXXXXXX&CPXID=[ID])

4. Copy the Test link from Netigate and paste it under **Add test links for survey approval**.
5. Add a text under **Add target group or screenout information for testers to read**.
6. Click on **Use generated links for this target group**.
7. Access will now generate unique links for your project. Repeat the step if you have more than one target group.

