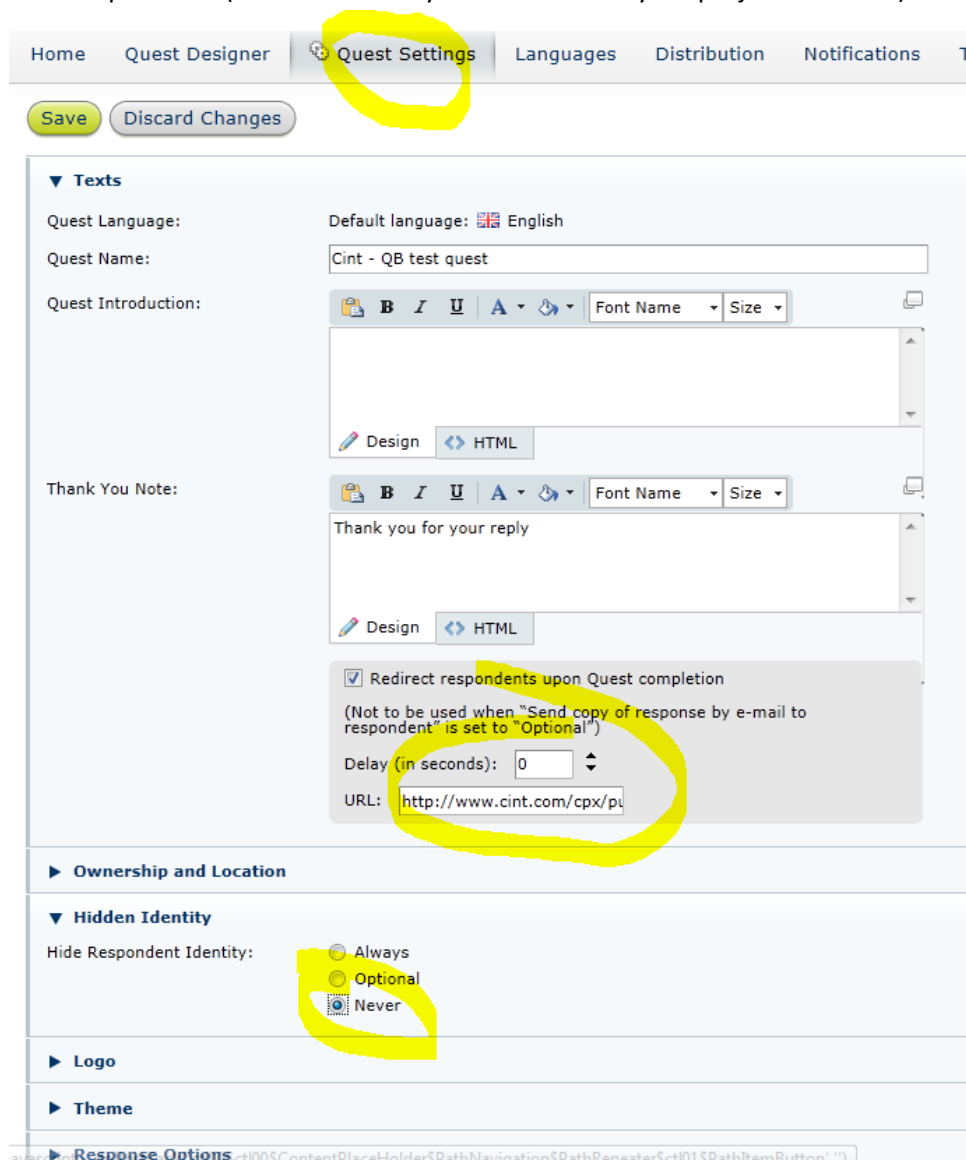


How to create surveys in Access using Questback

Create your project

1. Create your quest in Questback.
 - a. Set Hide Respondent Identity to Never
 - b. On **Redirect respondents upon quest completion**, set the delay to zero and enter the complete link (will show when you have created your project in Access).



Home Quest Designer **Quest Settings** Languages Distribution Notifications T

Save Discard Changes

▼ Texts

Quest Language: Default language: English

Quest Name: Cint - QB test quest

Quest Introduction: Font Name Size

Design <> HTML

Thank You Note: Font Name Size

Thank you for your reply

Design <> HTML

Redirect respondents upon Quest completion
(Not to be used when "Send copy of response by e-mail to respondent" is set to "Optional")

Delay (in seconds): 0

URL: <http://www.cint.com/cpx/pu>

► Ownership and Location

▼ Hidden Identity

Hide Respondent Identity: Always Optional Never

► Logo

► Theme

► Response Options

2. Do not check any of the below options



▼ **Response Options**

Send copy of response to e-mail address

Allow multiple responses per respondent

Display back button at the bottom of each page

Add opt-out option to the e-mail invitation

Send copy of response by e-mail to respondent: Always Optional Never

▶ **Security**

Save **Discard Changes**

3. Enter your questions in your quest.
 - a. The first question needs to be an **open answer question**
 - i. Type **ID** for Question Text and **[param]** under default text

Home **Quest Designer** Quest Settings Languages Distribution Notifications Test & Publish Results Feedback

This Quest is published! It has received 1 responses. [Take me to the results](#)

Add Question Add Page Break Other Actions Save Discard Changes

Cint - QB test quest 4

1. ID

2. Do you drink water every day?

Page Break

3. Do you like water

Page Break

Thank you for your reply

▶ **Question Type (Open Answer Short)**

▼ **Question Properties**

Include additional information

Question Text: ID

Default Text: Add a default text to the input field

[param]

▼ **Question Settings**

Show a dividing line above this question

Hide entire question

Hide question text

Mandatory question

▶ **Routing (Off)**

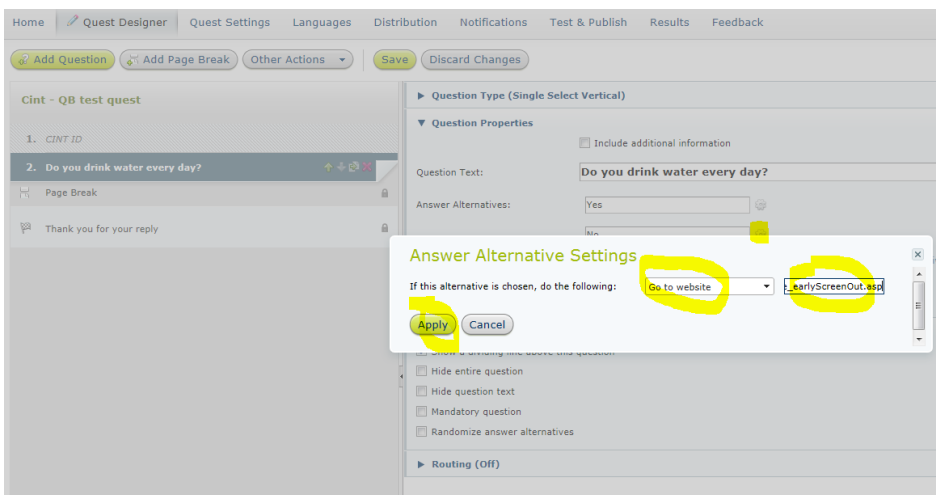
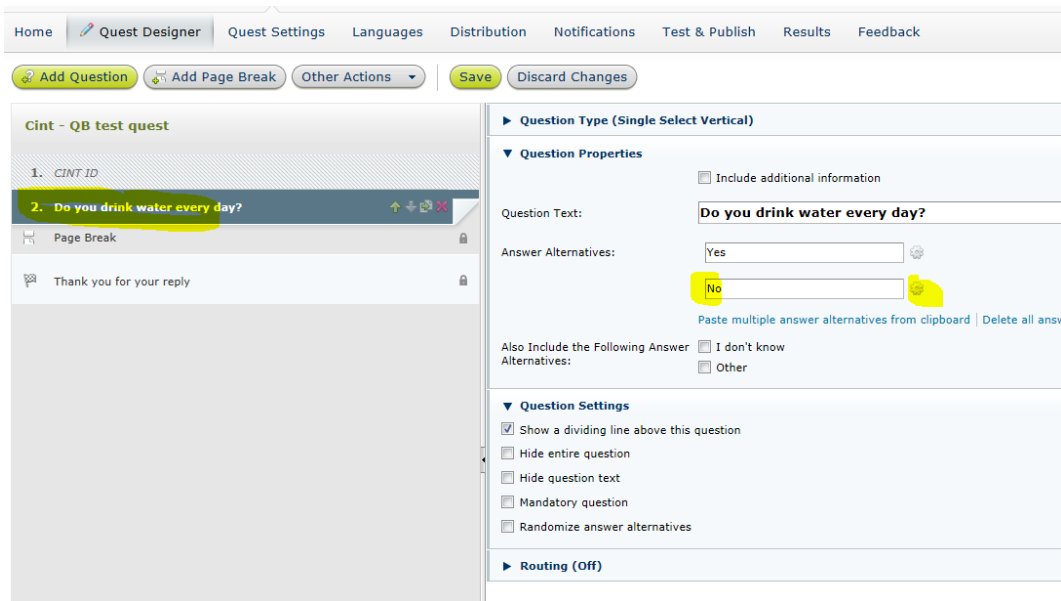
▶ **Format**

4. Under the tab **Distribution**, select that you want to **Distribute by Link** and click Save
5. Publish the quest under the tab **Test & Publish**

Screen-Outs

To use screen-outs in Questback, select the question you want to screen on, click on Answer Alternatives and then choose **Go to website** and enter the screenout link (will appear to you when you have created your survey in Access). Please see below.





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 Questback and paste it under **Enter link template**. At the end of the link, add **¶m=[ID]**. The link should look like this:
[https://response.questback.com/XXXXX/XXXX¶m=\[ID\]](https://response.questback.com/XXXXX/XXXX¶m=[ID])
4. Copy the test link from Questback 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.

