How to create surveys in Access using Questback
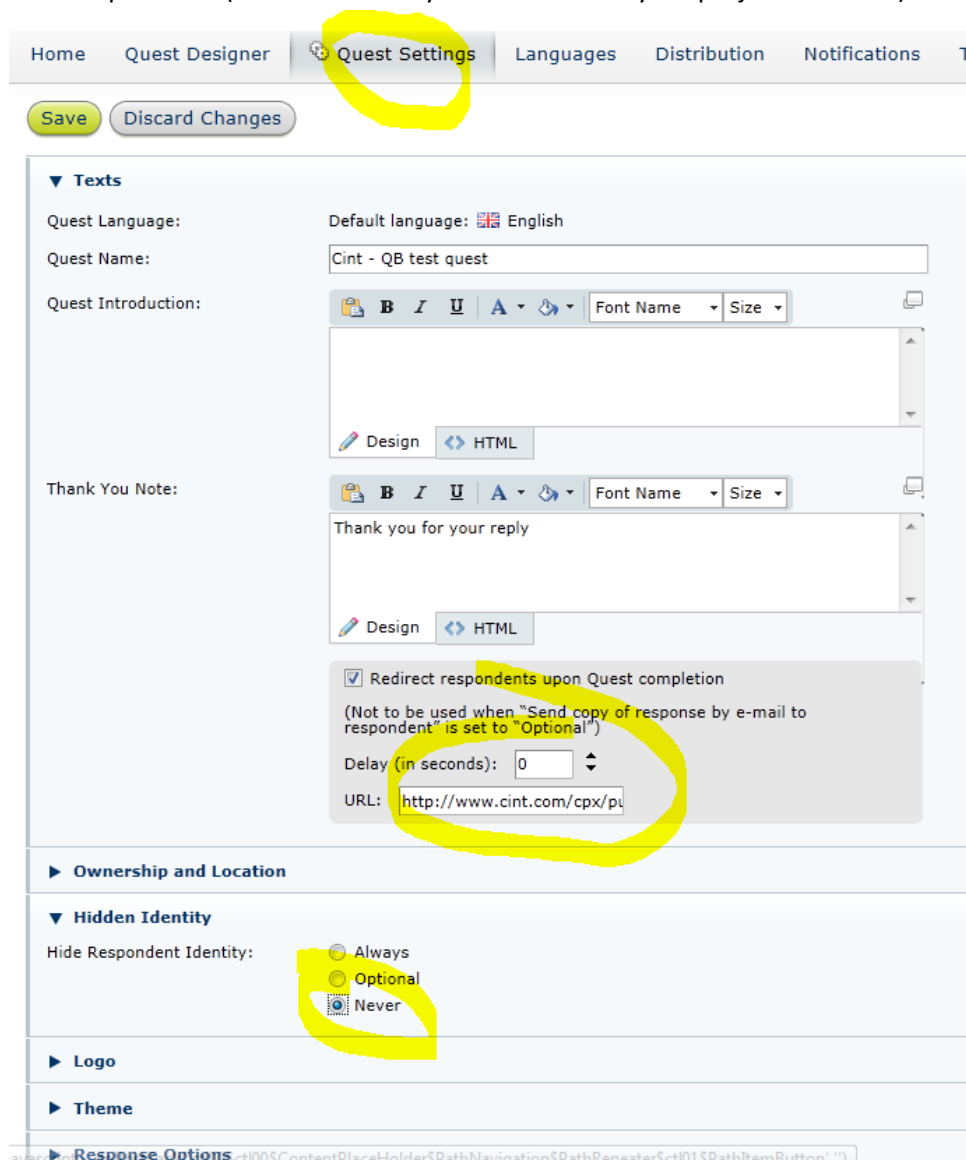
Create your project

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

2. Do not check any of the below options

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

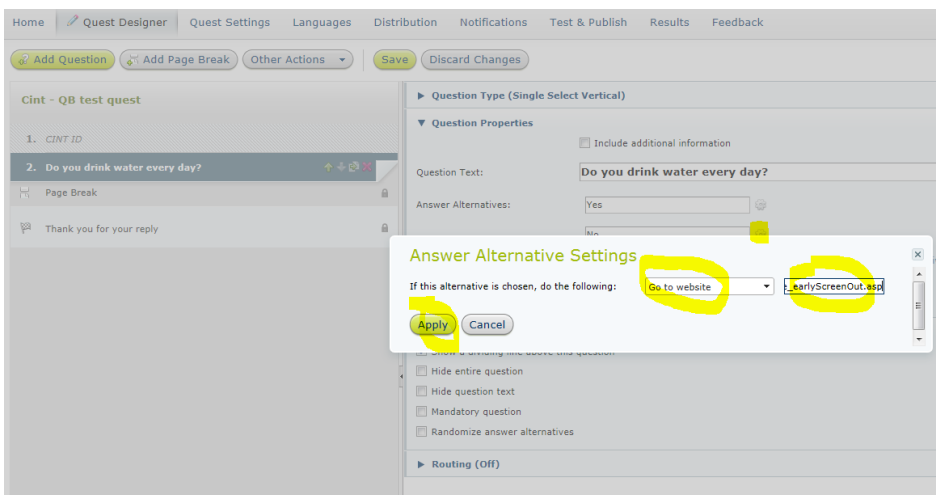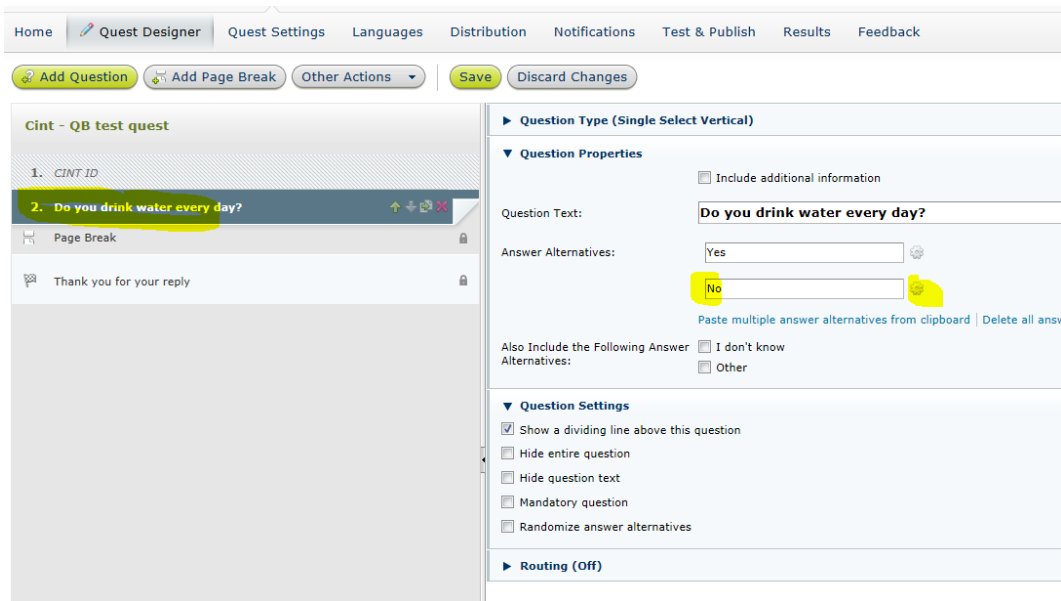4. Under the tab **Distribution**, select that you want to **Distribute by Link** and click Save
5. Publish the quest under the tab **Test & Publish**

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 **&param=[ID]**. The link should look like this:
   https://response.questback.com/XXXXX/XXXX&param=[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.