The Access Pro condensed guide

This is a quick guide to Access Pro.

For a more complete learning experience please contact your Cint representative. You may also refer to our Knowledge Base or reach us on chat.

1	Create your target groups	LINK
2	Check feasibility	LINK
3	Check pricing	LINK
4	Create project and add links to your target groups	LINK
5	Wait for Cint Operations team to test and authorise your project	LINK
6	You are going to run your project from the Project Monitoring and Management in Access Pro	LINK
7	To collect completes you have to invite panelists into your study, go ahead and Send out first invites (soft launch)	LINK
8	If you need to reschedule a sendout, remove it or simply need to see the sendouts status – go to manage your sendouts.	LINK
9	Proceed to full launch, continue scheduling and sending invitations to panelists and turn Optimizer ON as needed to collect your completes.	
10	You can change the number of wanted completes while in-field.	LINK
11	Once you've gathered the completes you need to Update Respondents Statuses	LINK
12	Once all looks good and you no longer need any completes, you can close the project	LINK
13	Please note a closed project can never be reopened, but you can duplicate and order a new one. Also that if you do not close project then we cannot timely reward the panelists and panel owners.	LINK

Tip: Receiving "Respondent shortage" when making a sendout? Access Pro allows you to prebook panelists that will become available in the future. Simply change the sendout date to a later date.

Note: Has your target group changed back to "Waiting for authorization"? Access Pro pauses the target groups if the some specifications are outside of the panel rules. Please reach out to your support person for more assistance.