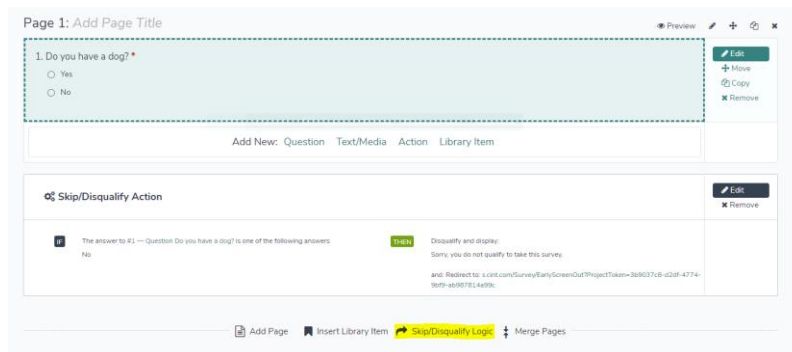


## How to set up your Cint survey in Alchemer

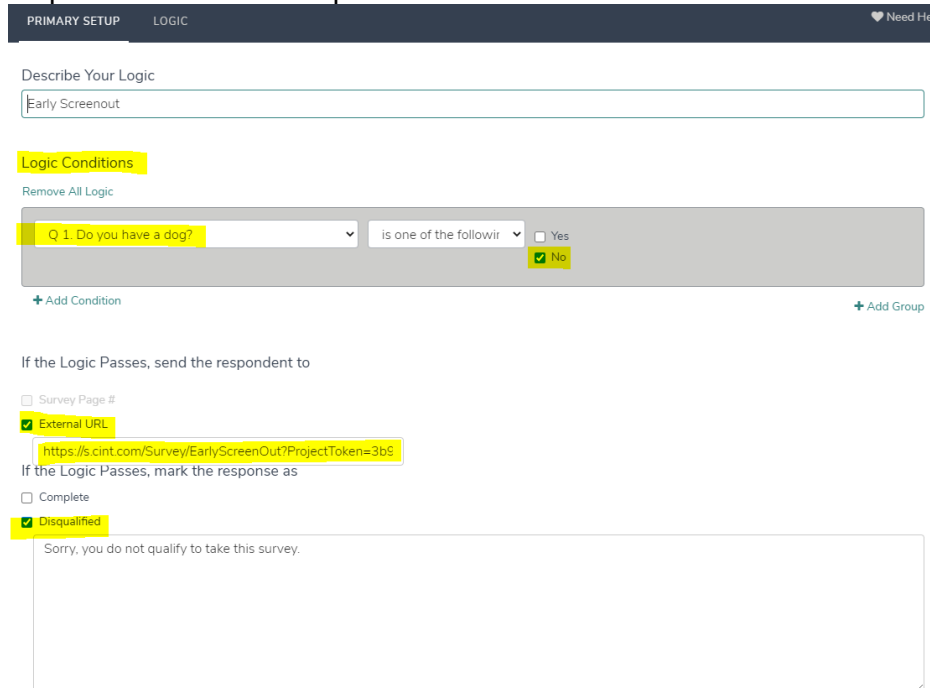
### Early Screenout redirect

After programming your survey, follow the steps below.

1. After each page that has disqualifying questions, click on Skip/Disqualify Logic.



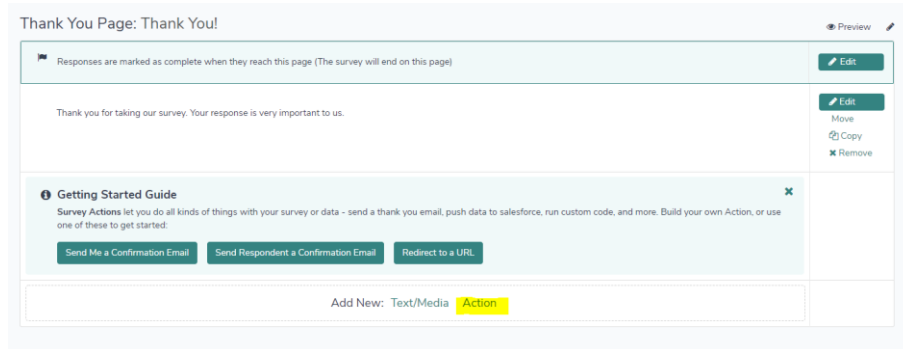
2. Under “Logic Conditions,” select the question that has logic and the answer(s) that will disqualify a respondent. Below this, select “External URL” and in the text box, paste the Early Screenout redirect from Access. Below “If the Logic Passes mark the response as” select “Disqualified.” Then click “Save Action” on the bottom right.



3. Repeat this step for all disqualifications in your survey.

## Complete redirect

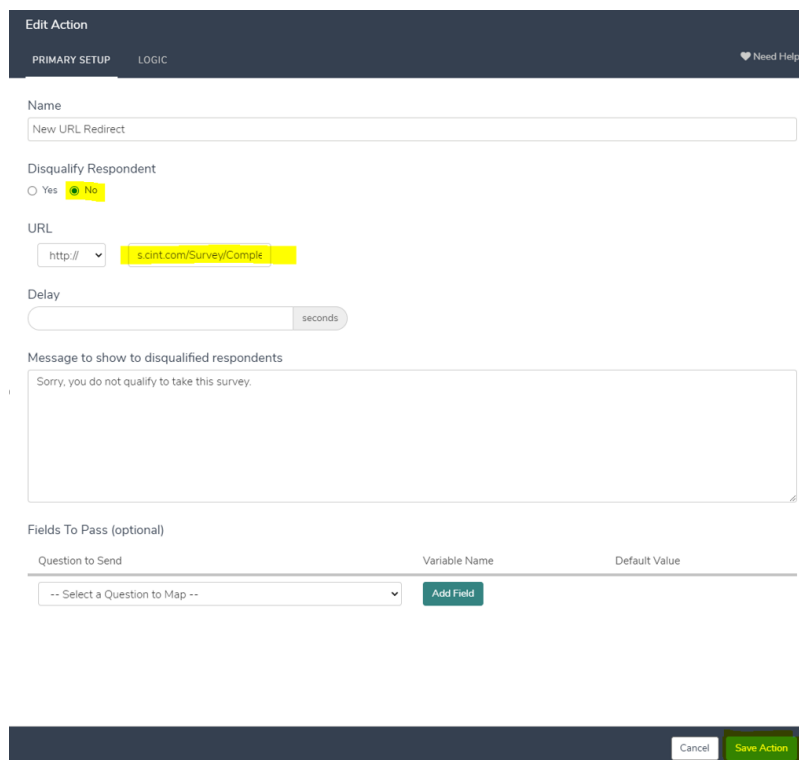
1. Scroll to the bottom of the survey BUILD page below the “Thank You Page” section.
2. Click “Action”
3. Select “+Add” next to “URL Redirect”



### Survey Actions

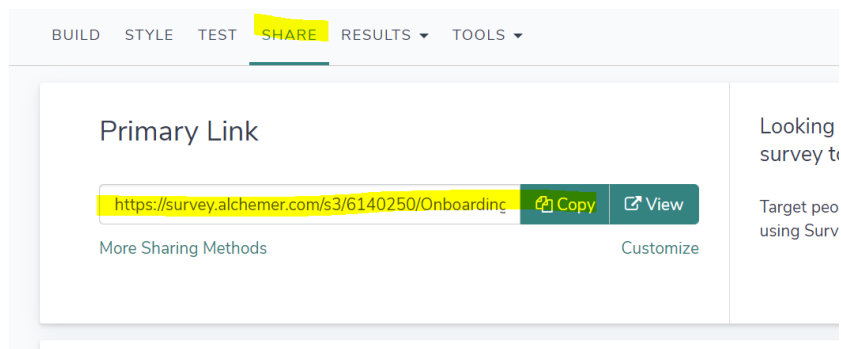
Result Chart	Show your respondents how other people answered your survey in a pie or bar chart	+ Add
URL Redirect	Send respondents to an external website, can be used upon completion, or in combination with disqualification	+ Add

4. Paste the complete redirect in the open field. Make sure “No” is selected under “Disqualify Respondent.” Click “Save Action” at the right bottom corner.



## Adding the survey URL to Access

1. In the SHARE tab of Alchemer, copy the Primary Link.



2. Paste the link in Access and add **?sguid=[ID]** to the end

### Live link

Link template  Unique links

Examples

[https://www.example.com/survey.html?id=\[ID\]](https://www.example.com/survey.html?id=[ID])

[https://www.example.com/survey.html?id=\[ID\]&gender=\[S\]](https://www.example.com/survey.html?id=[ID]&gender=[S])

Link template \*

[https://survey.alchemer.com/s3/6140250/New-Survey?sguid=\[ID\]](https://survey.alchemer.com/s3/6140250/New-Survey?sguid=[ID])

### Test link

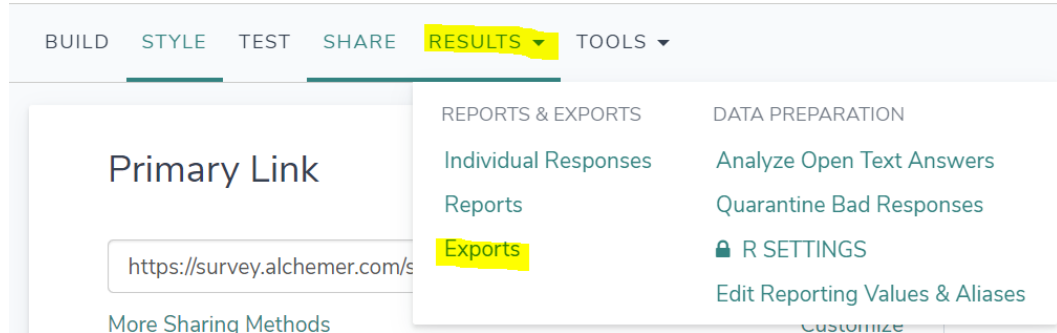
Link template  Unique links

Link template \*

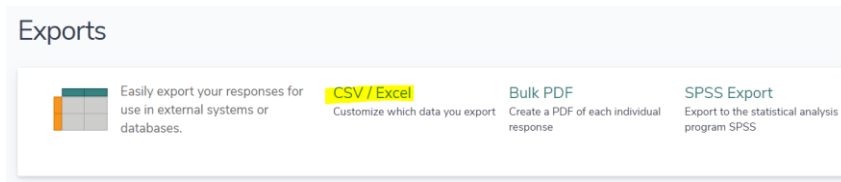
[https://survey.alchemer.com/s3/6140250/New-Survey?sguid=\[ID\]](https://survey.alchemer.com/s3/6140250/New-Survey?sguid=[ID])

## Downloading IDs

1. Go to the RESULTS tab and select "Exports"



2. Click on CSV/Excel and select "Include URL Variables." Then click "Create Report" and "Save." Once the export is complete you can download as a CSV file or as an XLS file. An XLS file will be better for working with final IDs once fieldwork has completed.

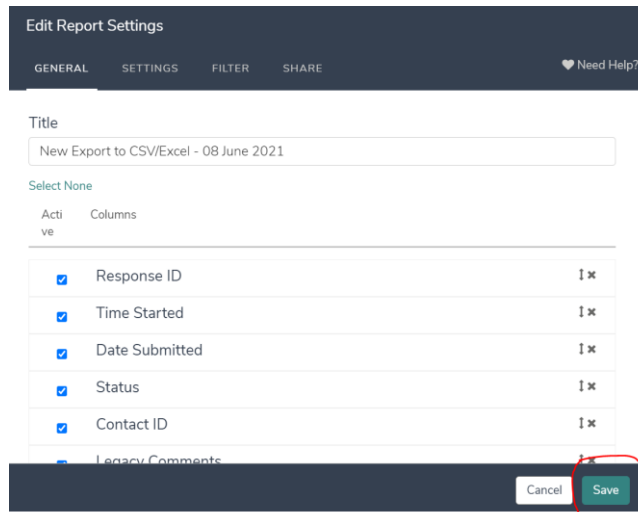


## Create a New CSV / Excel Export

- Display Options
- Include Email Invitation & Contact Fields
  - Include URL Variables
  - Include Survey Campaign Data
  - Include Action Data
  - Include Sentiment Score Data

Download All Data Now!

Cancel Create Report





## Export Complete

- Run on: Jun 8, 2021 12:13 pm
- Responses: 7

[Download Export to CSV](#)

[Start Excel export](#)

Tip: In general, CSV and XLS will open in Excel. Depending on your computer settings, CSV is best for databases and importing into other programs. XLS is best for working in Excel.