Qualtrics – Survey Flow Advanced
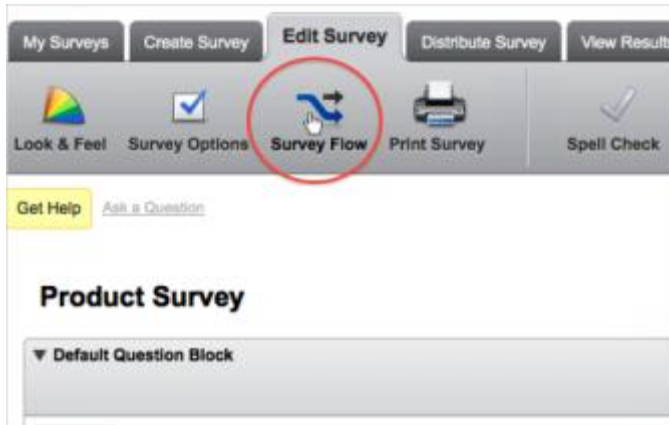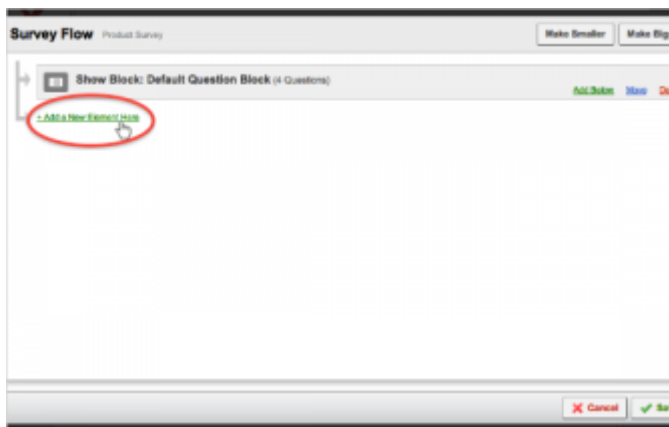**https://siue.qualtrics.com**

Use the Survey Flow to easily view and edit the elements of your survey. Organize the presentation of blocks and use the branch, randomizer, and end of survey elements to set up complex logic and functions.
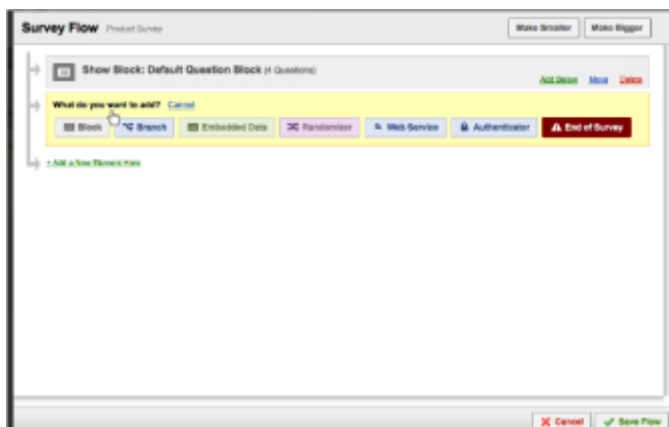
Edit the Survey Flow

1. In **Edit Survey**, click on the **Survey Flow** icon in the gray navigation bar.
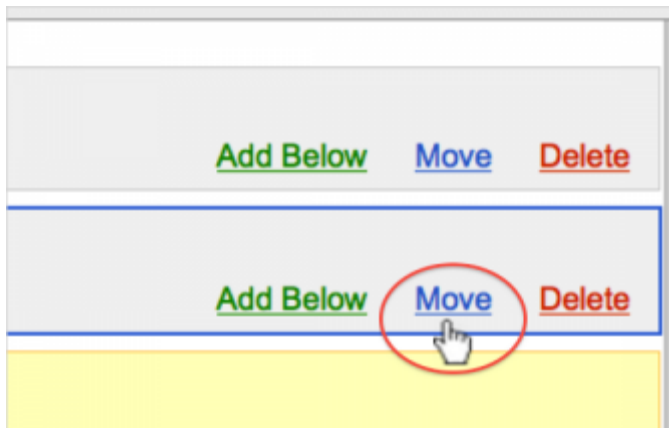

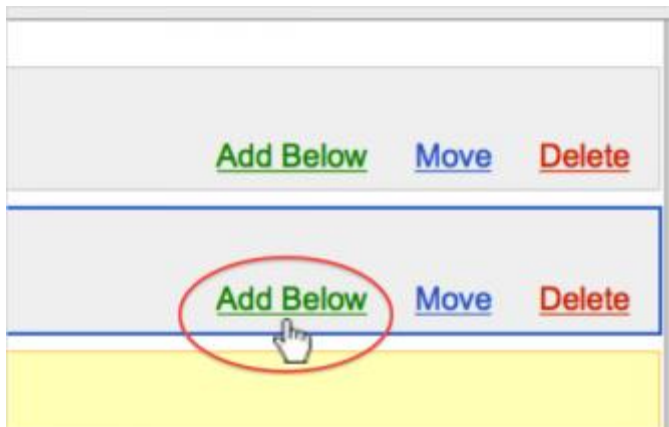2. To add a new element, click on **Add a new element here.**

3. Choose one of the seven elements from the list by clicking on the related icon.
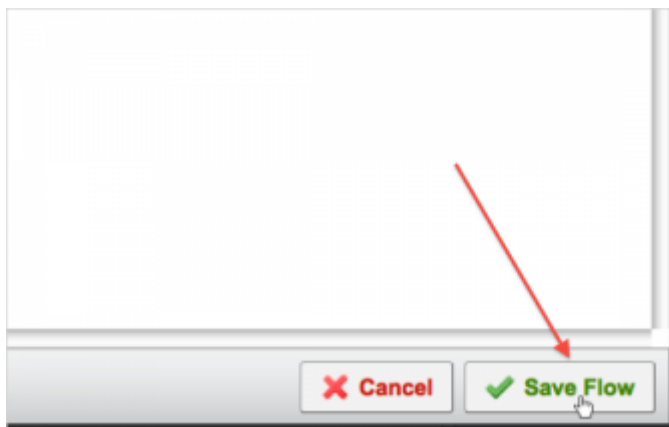
4. Move elements around by clicking on **Move** and dragging them to the correct location in the flow, or by clicking on the element and hitting the **Up** or **Down** arrow on your keyboard.

5. If you would like to add elements between blocks, click on **Add below** within a block.
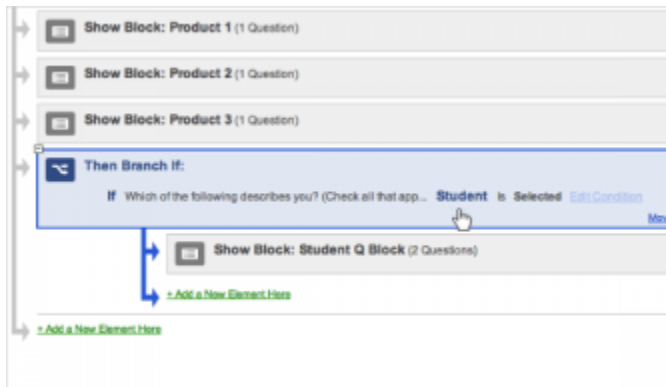

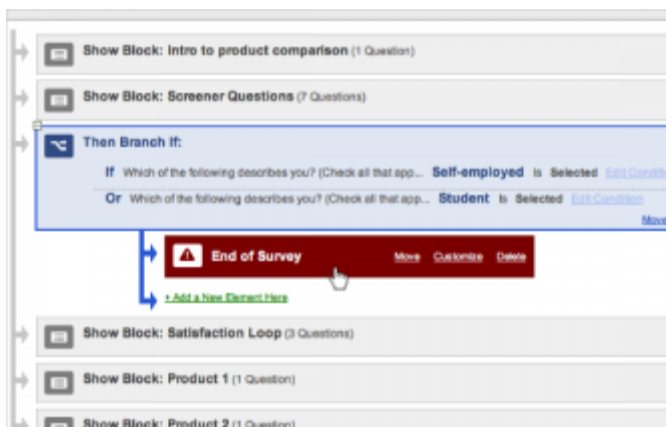6. When you are done editing the flow, click **Save Flow**.
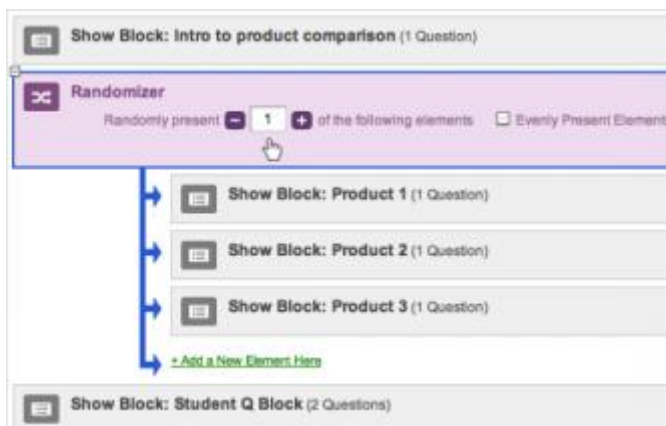
Survey Flow Functions

- **Display Blocks Conditionally**: Use **Branch elements** to set up advanced logic. Setting up advanced logic with branch elements is necessary when you have a block that you would like to display conditionally. Instead of putting the same Display Logic on 30 questions, put the 30 questions in a block and put the block under a branch. Visit the Branch Logic page for more information.

- **Screen Respondents**: Use Branches and **End of Survey** elements to screen respondents out of the survey. Put your screener questions in a block. Insert a branch after the screener block. Add conditions to the Branch. Put an **End of Survey** element under the Branch. Every respondent that meets the Branch condition will be sent to the end of the survey.

- **Randomize Blocks**: Use the **Randomizer** element to randomly present blocks. Put the Randomizer in the Survey Flow. Put blocks you want to randomize under the Randomizer. Visit the Block Randomization page for more information.

- **Embedded Data**: The Embedded Data in your panel will not automatically be shown in your results. Add the embedded data to the survey flow to have it show up in the results. Go into the Survey Flow, click on **Add a new element** and select **Embedded Data**. Select **Add from Panel** and insert the **embedded data fields** or type in the embedded data field names manually. Visit the Embedded Data page for more information.

- **Web Service**: Use the Web Service feature to pull information into your survey from an external website's RSS feed. Pipe the information into survey questions or filter respondents using branch or Display Logic. An RSS or "Really Simple Syndication" is a web feed of frequently changing content that is often times associated with headlines, top stories, or other frequently updated works. Visit the Web Service page for more information.

- **Authenticator**: The Authenticator allows you to verify your respondent's identity by prompting them to enter in their appropriate information, like a password or ID number, before they can access the survey. It can also be used to tie embedded data fields into your survey when using the generic survey link. Visit the Authenticator page for more information.

- **End of Survey**: The End of Survey option allows you to terminate respondents at various locations in the Survey Flow. Additionally, you can customize the End of Survey element to show the respondent a unique end of survey message, increment their quota counts, show a report summary and more. Visit the End of Survey page for more information.