

Validation is great to use if you want to ensure that respondents cannot skip a question in your survey. Without validation, a respondent could pick and choose which questions to answer and submit a half finished survey.

It is also helpful when you want to ensure the data you collect is legitimate. An example of this is when you are collecting email addresses and you want to make sure the answers typed in by respondents are in a proper email format.

You must manually enable validation on each question you would like to validate.

To Enable Validation:

1. Click on the question you would like to validate.
2. In the question options pane to the right, under Validation options, select Force Response or Request Response.
3. Select Validation Type if necessary.
4. A red box will appear next to your question indicating you have enabled validation.



More Information

[Validation Options](#)

Force Response

If force response is enabled, the respondent will be forced to answer the question before they can progress to the next page of the survey. If they do not answer and try to progress, they will receive a notification that they must answer the question.

Request Response

If request response is enabled and the respondent does not answer the question, they will be alerted that they did not answer the question and can then choose whether they would like to go back and answer the question or continue on with the survey. This is also called a soft validation.

[Validation Types](#)

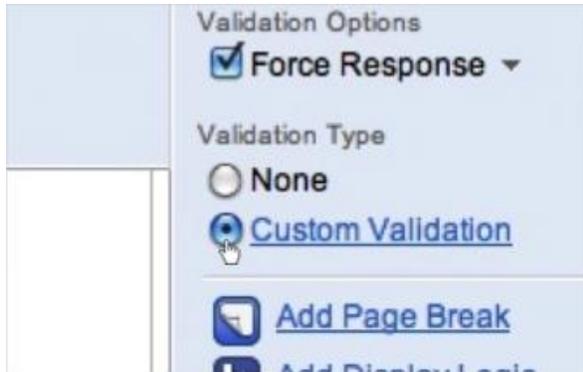
Validation types vary from question to question and can be viewed in the question options pane when a question is selected.

Custom Validation

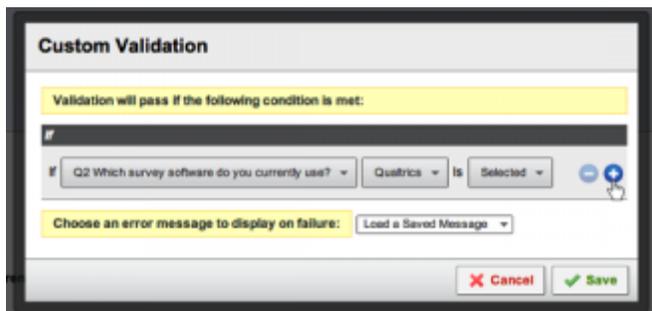
Available on all question types, custom validation allows you to further customize the conditions that must be met for the validation to pass and allows you to set a custom error message to appear when the respondent does not meet the conditions.

To set up **Custom Validation**

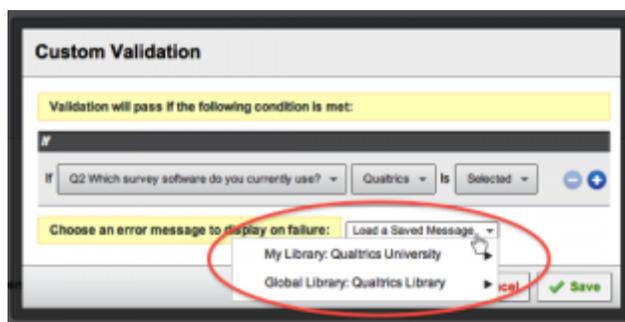
1. Check **Custom Validation** on the question pane.
2. Click on the blue **Custom Validation** link.



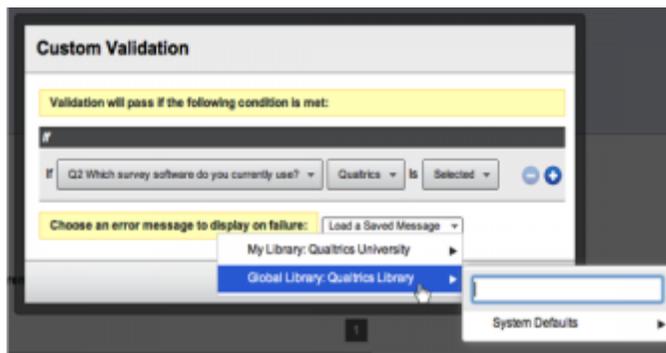
3. Select a condition for validation. You can base the condition on any question in the survey. Hit the blue plus sign  on the right to add multiple conditions.



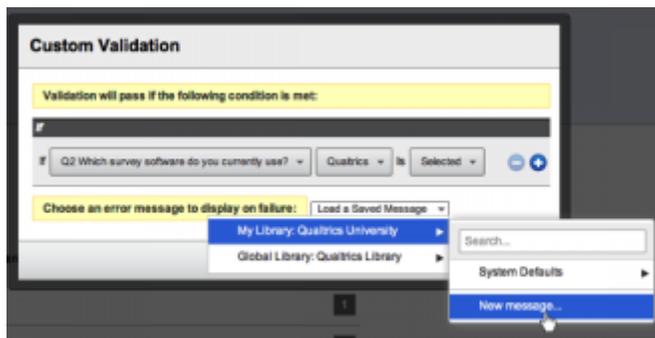
4. Choose an **error message** to display.
 1. Click on **Load a Saved Message**.



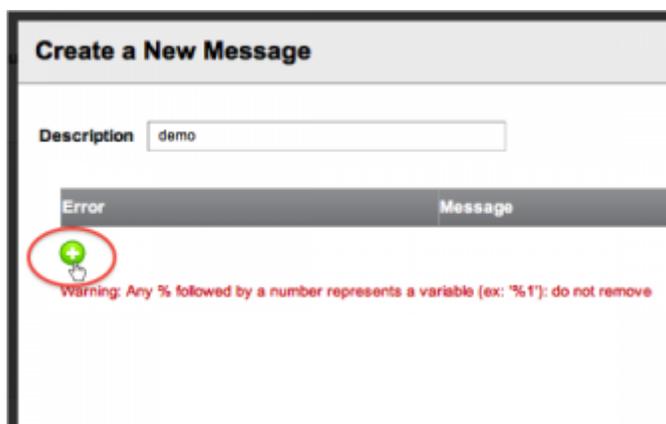
2. Select the **Global Library: Qualtrics Library** to access the default system messages.



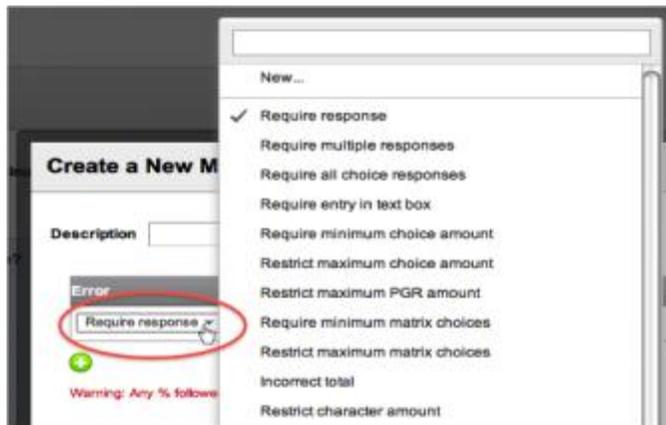
3. If you select **your own library**, select **new message** and add a description.



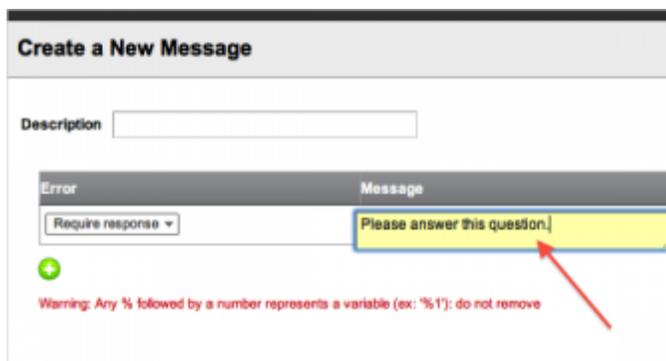
4. Click the plus button  under error to create a new message.



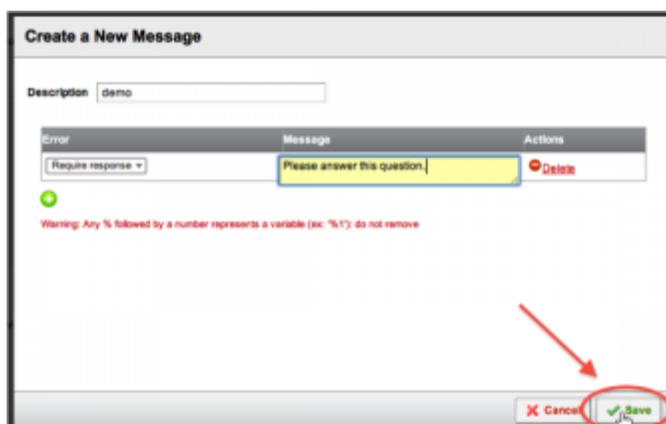
5. In the **Require Response** drop down, select the error message you would like to use or click **new** to write your own.



6. Under **Message**, type in the message you would like to appear if the condition is not met.



7. Click **Save**.



Content Validation

Available for **Text Entry** type questions and the **Allow Text Entry** option in multiple choice questions. Allows you to specify the kind of text input allowed. Set the validation to limit the response to a number, or email address. You can also specify a min/max length and character range.

Answer Ranges

Available for **Multiple Choice-multiple answer**, **Pick, Group, and Rank**, **Hot Spot**, and **Matrix Table-multiple answer**. Allows you to specify how many answer choices you want the respondent to select. The system will not let the respondent go on if their responses do not fall in the correct range.

[Qtips](#)

- If you set a Force Response validation on a Matrix table, each row in the matrix will need to be answered for the validation to pass. It is recommended that if you have an “other” option in the matrix, that you do not use Force Response.
- To force a response on multiple questions, first select those questions and then a Force Response option will appear on the right. More information about selecting multiple questions can be found [here](#).
- Double check your validation before fielding your survey. You don’t want to stop respondents from finishing the survey because of a validation error. Respondents WILL NOT be able to go on with the survey if the validation you have set up is not met.