Qualtrics – End of Survey Element Advanced

https://siue.qualtrics.com
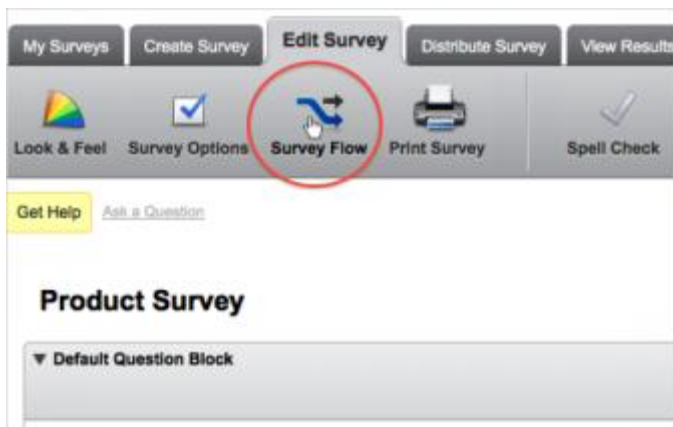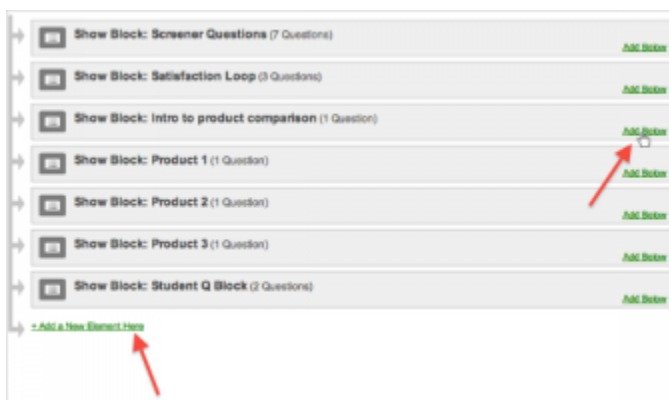
Use End of Survey elements in the Survey Flow to determine when participants should exit the survey and what will happen when the participant reaches the end of the survey.

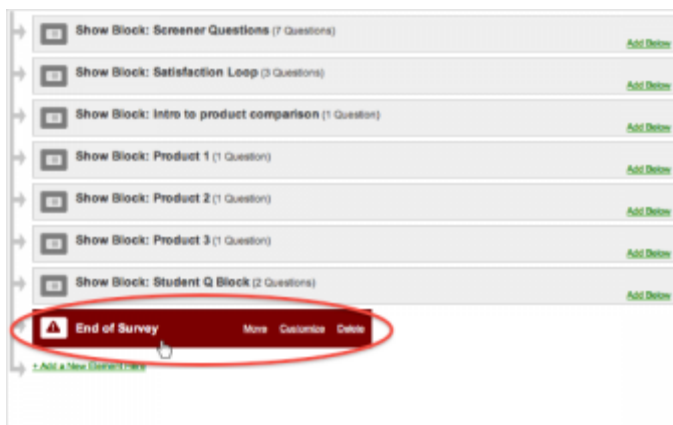[Add an End of Survey Element to your survey](#)

1. Click into the **Survey Flow**.

2. Click **Add a New Element Here** or **Add Below** in the Survey Flow.


3. Select the **End of Survey** element and move it to the location in the survey you would like to terminate your respondents. You can put the End of Survey element at the end of the survey or you can use it to screen people out to the survey earlier. To do this, you will put in a branch with a condition and put the End of Survey element under the branch.

4. Select **Customize** in the End of Survey Element to customize what happens when the End of Survey element is reached.
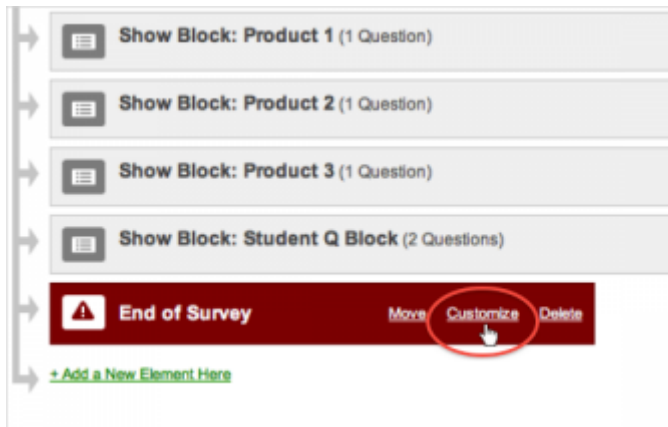
5. The following are a list of options underneath **Customize**:
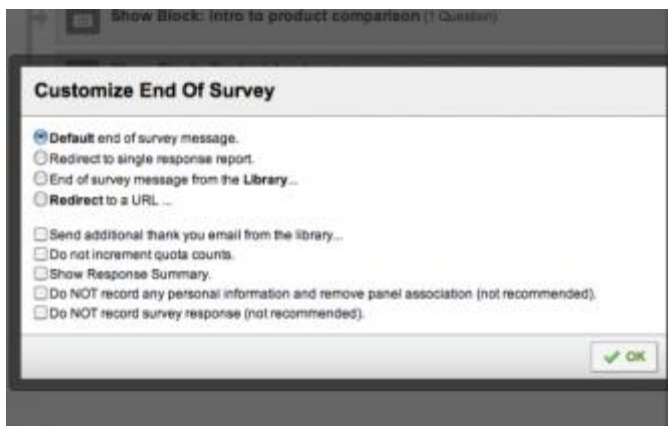
- o **Default end of survey message**: Display the Qualtrics default message when the respondent reaches the End of Survey Element.
- o **Redirect to single response report**: Display a report to the respondent when they submit their survey. The report will show the participant's response with graphs and tables.
- o **End of survey message from the Library**: Choose a custom message to be displayed at the end of the survey.
- o **Redirect to a URL**: Send the participant automatically to another website at the end of the survey.
- o **Send additional thank you email from the library**: If your respondent is coming from a panel in Qualtrics, create an email to be sent to them automatically at the end of the survey.
- o **Do not increment quota counts**: Ignore this response when tallying quotas. Useful if the participant doesn't meet your screening conditions and should not be counted in any quotas.
- o **Show Response Summary**: Show the participant an overview of the survey, with their answers selected. This gives them the option to download their response as a PDF document.
- o **Do NOT record any personal information and remove panel association**: Scrub the response of identifying information such as the IP address before saving it in the results. This is also useful if you need to send your survey to a panel so that you know who is participating, but if you also need to keep individual responses anonymous.
- o **Do Not record survey response**: Do not save responses from participants who exit the survey here. This is useful if you are screening the participant out of the survey and don't need their response.

More Information

QTips

- The **Do Not record any personal information and remove panel association** option is not reversible. Once the identifying information is removed from a response, there is no way to retrieve it.
- **Do Not record any personal information and remove panel association** only scrubs off the identifying information Qualtrics collects, such as the IP address. This option does not remove any data you specifically request from the participant in the survey.
- Think twice before using **Do NOT record survey response** – even though you don't always need results from participants who screened out of the survey, recording these responses will help you know how many participants are being screened out and where this is happening.