

# Qualtrics

## Problem

Creation of Survey,

Requirement is we should replace 2 slides in ppt with existing survey and there are 13 questions in excel file we should replace them with existing 11 questions

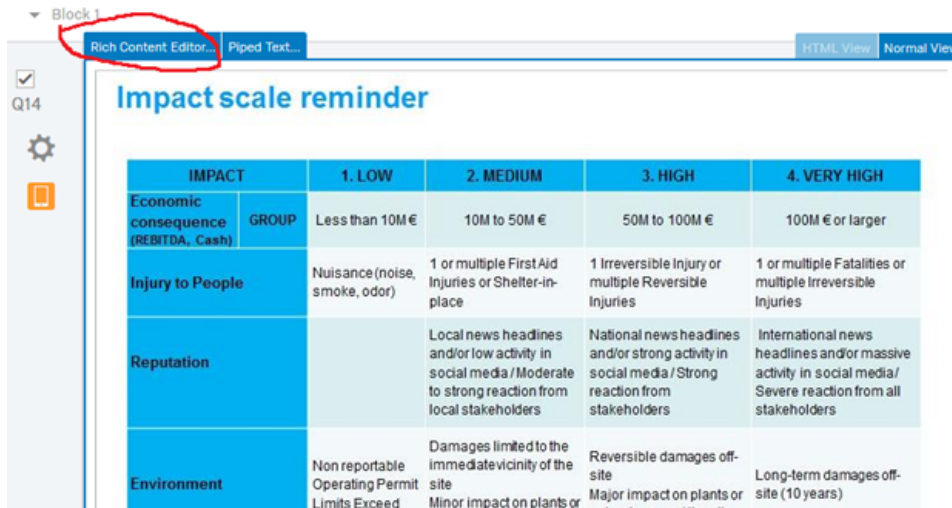
## Solution

For this case user has given ppt and excel file and based on these files we should do modification to existing survey

We should follow below steps

1. We should copy the existing project "Risk AssessmentsLC 2015" and name new copy as "Risk AssessmentsLC 2016"
2. Open the project "Risk AssessmentsLC 2016" in block 1 there is one slide we should replace this with given 2 slides
3. Take screen shot of first slide in ppt and save it in on desktop and do same for second slide as well

In survey click on block 1 click on slideà select option Rich content editor



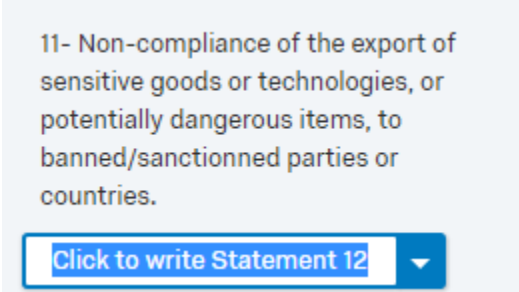
The screenshot shows the Qualtrics Rich Content Editor interface. The 'Rich Content Editor' tab is selected and circled in red. The content area displays a table titled 'Impact scale reminder' with the following data:

IMPACT		1. LOW	2. MEDIUM	3. HIGH	4. VERY HIGH
<b>Economic consequence (REBITDA, Cash)</b>	<b>GROUP</b>	Less than 10M €	10M to 50M €	50M to 100M €	100M € or larger
<b>Injury to People</b>	Nuisance (noise, smoke, odor)	1 or multiple First Aid Injuries or Shelter-in-place	1 Irreversible Injury or multiple Reversible Injuries	1 or multiple Fatalities or multiple Irreversible Injuries	
<b>Reputation</b>		Local news headlines and/or low activity in social media / Moderate to strong reaction from local stakeholders	National news headlines and/or strong activity in social media / Strong reaction from stakeholders	International news headlines and/or massive activity in social media / Severe reaction from all stakeholders	
<b>Environment</b>	Non reportable Operating Permit Limits Exceed	Damages limited to the immediate vicinity of the site Minor impact on plants or	Reversible damages off-site Major impact on plants or	Long-term damages off-site (10 years)	

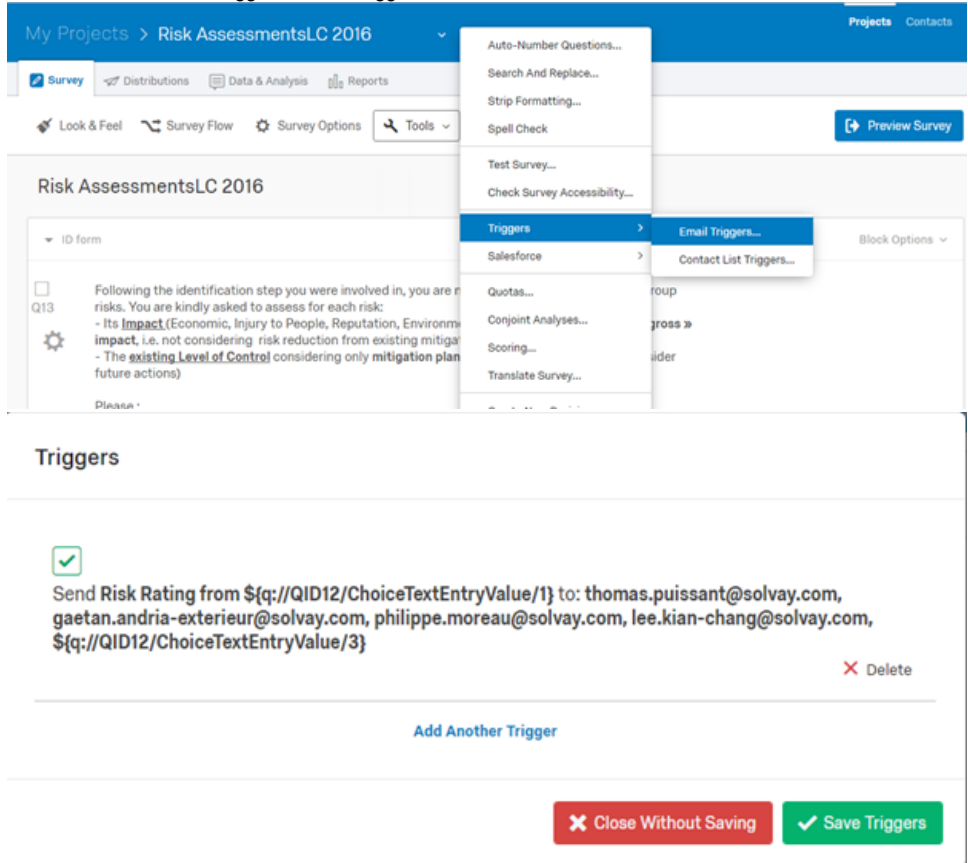


10. Click on question, edit/replace question with excel sheet question, do the same for all 13 questions

Note: we have to add 2 more rows here, as there are only 11 rows, for this click on question and press enter, one row will be added



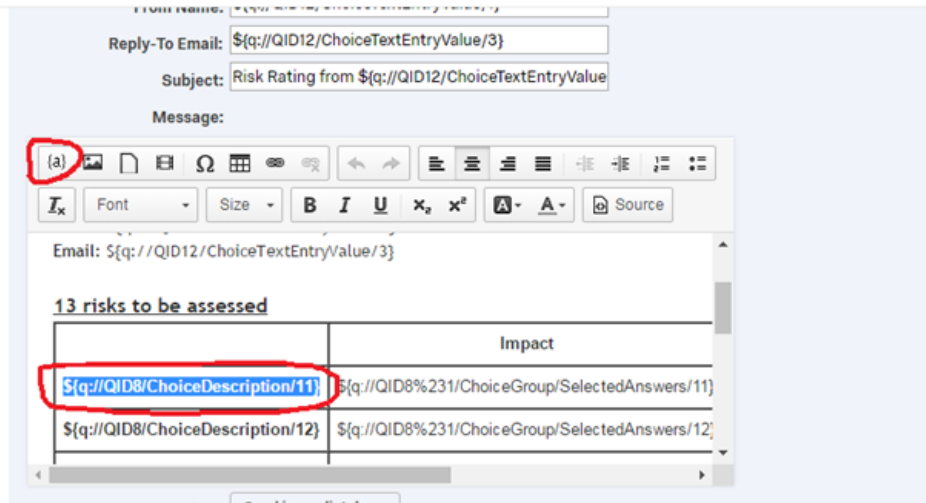
- 11. Finally we should check for triggers, because after filling the survey once user submits it, email will be triggered on to user saying that survey is completed and will show all 13 questions
- 12. For this click on ToolsàTriggersàEmail Triggers



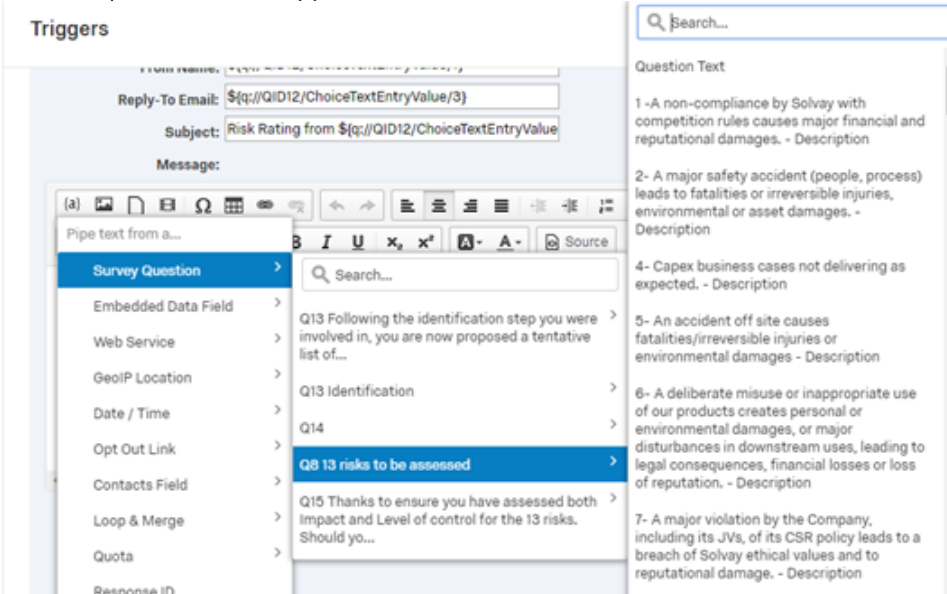
13. Click on the link displayed in above screen shot:

14. Change the sentence 11 risks to be assessed as "13 risks to be assessed"

### Triggers



15. Delete first question and click on {a}

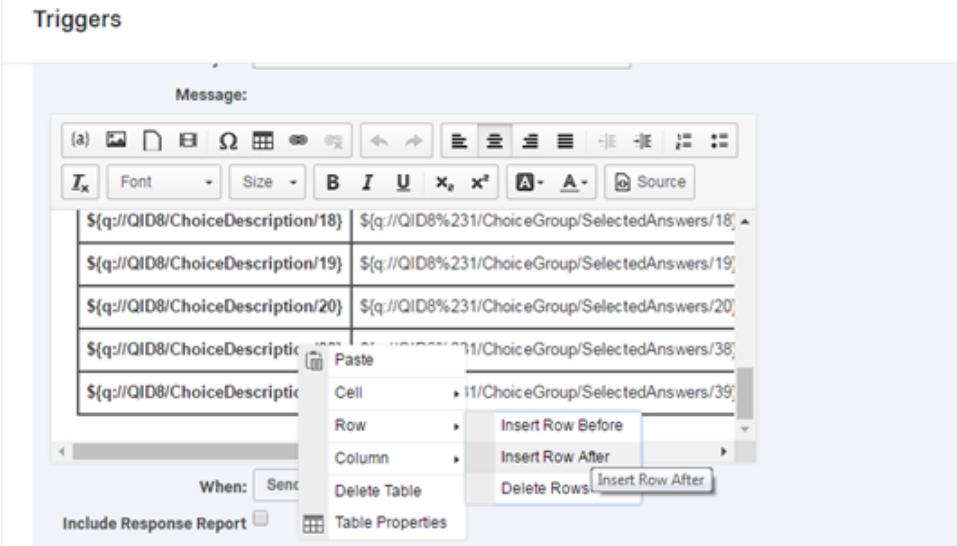


16. Select Survey question search for survey questions and click on first question

17. We will get first question as [\\${q://QID8/ChoiceDescription/11}](#)

18. Follow same for all 13 questions

19. Here only 11 rows are available, so we should add 2 more rows for this right click on last row and select option row-->insert row after



20. For Impact and Level of control columns, no need to modify first 11 rows, we have to create last 2 rows  
 21. Copy previous row: \$(q://QID8%231/ChoiceGroup/SelectedAnswers/20)

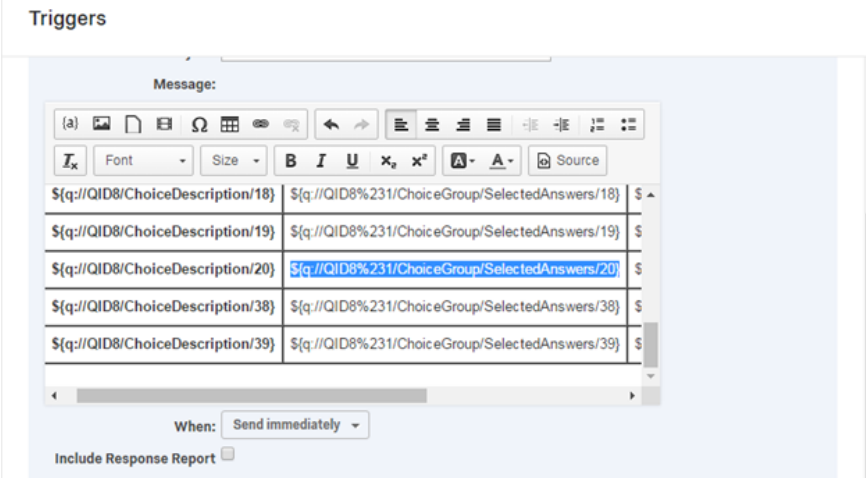
In a note pad, copy question 13 link in notepad: \$(q://QID8/ChoiceDescription/38)

22. Modify this code as per the previous row

\$(q://QID8%231/ChoiceGroup/SelectedAnswers/38)

23. Paste this modified code to 12th row in Impact column

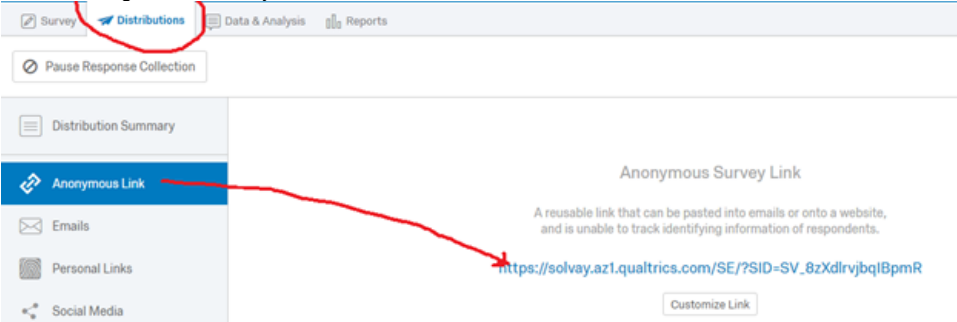
24. Do the same for Level of control column as well



25. After completing, click on save triggers, then click on preview survey

Get feedback from user, if everything is fine then we should send actual survey link to user

26. Procedure to get actual survey link:



27. Select Distributions from menu option and click on Anonymous link, copy this link and send it to requested user

28. For getting extraction link, please follow below procedure

<https://wiki.solvay.com/pages/viewpage.action?pageId=22620108>

get extraction link from above wiki page:

[https://survey.qualtrics.com/WRAPI/ControlPanel/api.php?API\\_SELECT=ControlPanel&Version=2.5&Request=getLegacyResponseData&Labels=1&User=\[User\]&Token=\[API Token\]&Format=HTML&SurveyID=\[SurveyID\]](https://survey.qualtrics.com/WRAPI/ControlPanel/api.php?API_SELECT=ControlPanel&Version=2.5&Request=getLegacyResponseData&Labels=1&User=[User]&Token=[API Token]&Format=HTML&SurveyID=[SurveyID])

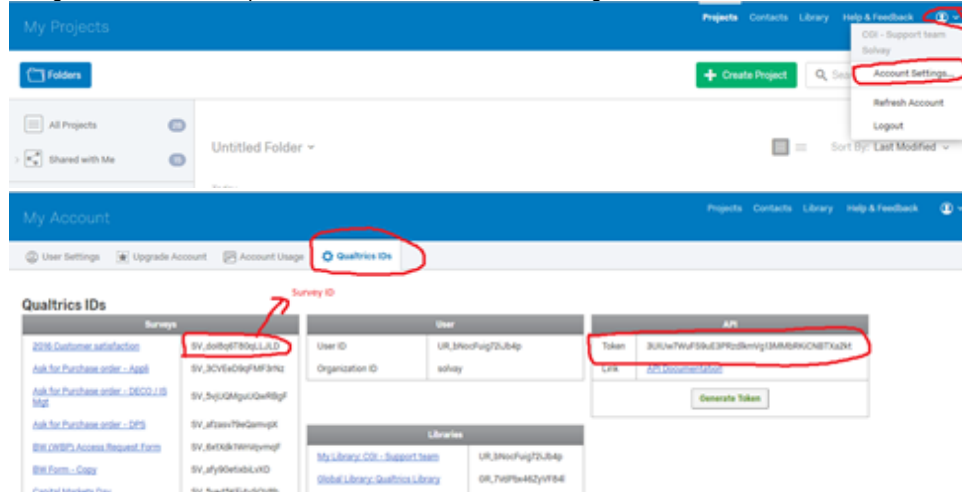
replace [user] with cgi user id Cgi-support@solvay.com

replace [API Token] with API token

replace [SurveyID] with Survey ID

How to get API token:

On right corner click on dropdown menu and select Account settings:



29. Select Qualtrics IDs-->Right side is API token and Left side is Survey ID

In this case actual link is:

[https://survey.qualtrics.com/WRAPI/ControlPanel/api.php?API\\_SELECT=ControlPanel&Version=2.5&Request=getLegacyResponseData&Labels=1&User=Cgi-support@solvay.com&Token=3UIUw7WuFS9uE3PRzdlkmVg13MMbRKiCNBTXa2kt&Format=HTML&SurveyID=SV\\_6qZkIbFvzBgDaoB](https://survey.qualtrics.com/WRAPI/ControlPanel/api.php?API_SELECT=ControlPanel&Version=2.5&Request=getLegacyResponseData&Labels=1&User=Cgi-support@solvay.com&Token=3UIUw7WuFS9uE3PRzdlkmVg13MMbRKiCNBTXa2kt&Format=HTML&SurveyID=SV_6qZkIbFvzBgDaoB)

## Related articles

- [Qualtrics](#)