

Experience-first Design Improvements Glossary

Survey builder

“Automatic Choices” are now “Suggested Choices”

This screenshot shows the 'Block Options' panel for a survey question (Q3). The question is 'Overall, how satisfied are you with the support your received from the Q Bank of your recent interaction?'. The 'Automatic Choices' feature is highlighted with a red box, showing a dropdown menu with 'Dissatisfied - Satisfied' selected. The 'Answers' section shows 'Single Answer' selected, and the 'Position' section shows 'Vertical' selected.



This screenshot shows the 'Question type' panel for a survey question (Q3). The 'Suggested Choices' feature is highlighted with a red box, showing a dropdown menu with 'Dissatisfied - Satisfied' selected. The 'Use suggested choices' toggle is turned on. The 'Answer type' section shows 'Allow one answer' selected, and the 'Choices' section shows 'Number of choices' set to 5.

Survey builder

“Validation” is now “response requirements.”

The diagram illustrates the change in the Qualtrics survey builder interface. On the left, the 'Validation Options' section is highlighted with a red box, showing the 'Force Response' option selected. A large grey arrow points to the right, where the 'Response requirements' section is highlighted with a red box, showing the 'Force response' option selected. The interface is divided into two main panels. The left panel, titled 'Change Question Type', shows a 'Multiple Choice' question type with 5 choices, 'Automatic Choices' selected, and 'Single Answer' selected. The 'Validation Options' section is highlighted with a red box, showing 'Force Response' selected. The right panel, titled 'Use suggested choices', shows 'Dissatisfied - Satisfied' selected, 'Reverse order' checked, and 'Show all' selected. The 'Format' section shows 'List' selected. The 'Response requirements' section is highlighted with a red box, showing 'Force response' selected. The 'Add validation' toggle is also visible.

Left Panel (Validation Options):

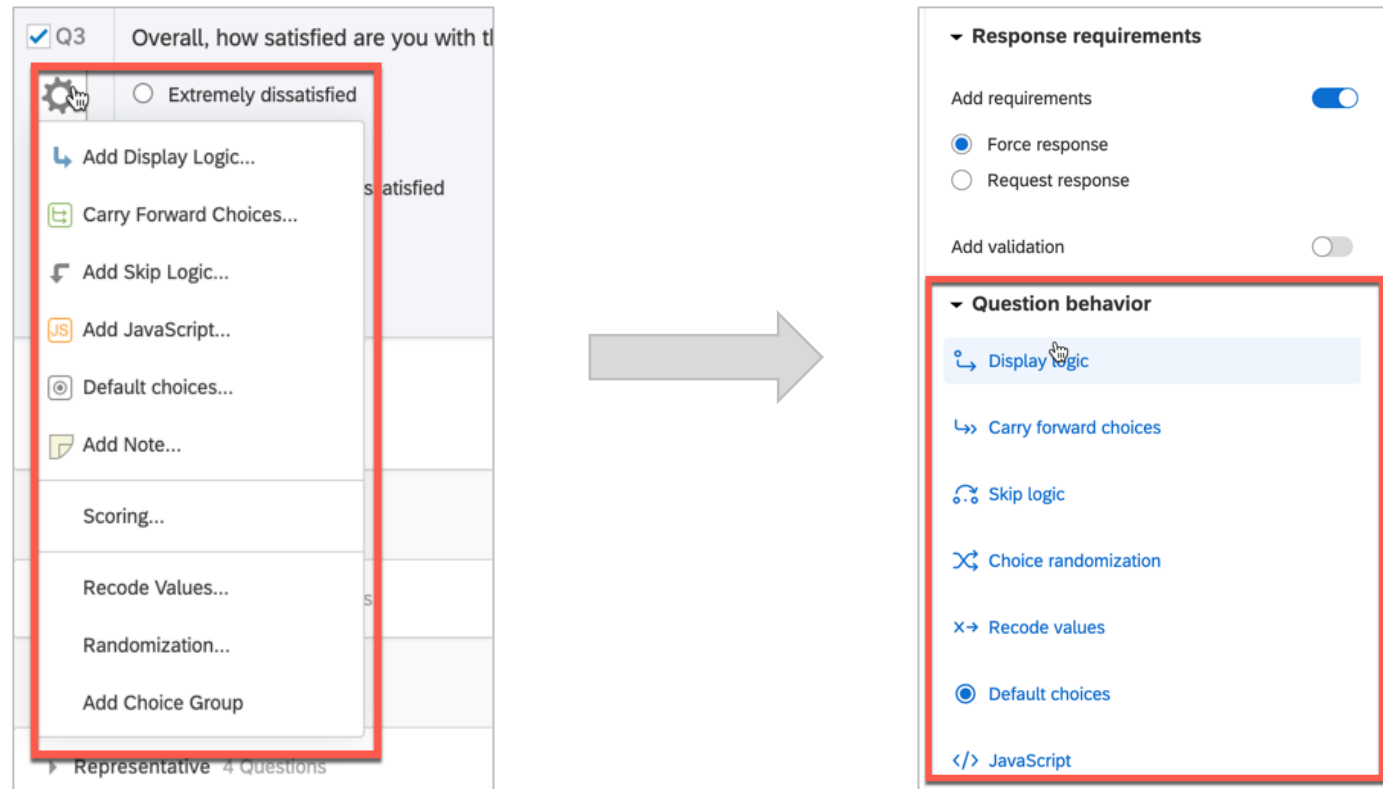
- Change Question Type: Multiple Choice
- Choices: 5, Automatic Choices, Dissatisfied - Satisfied
- Answers: Single Answer, Multiple Answer, More...
- Position: Vertical, Horizontal, More...
- Validation Options: Force Response (checked)
- Validation Type: None, Custom Validation
- Actions

Right Panel (Response requirements):

- Use suggested choices: [toggle on]
- Dissatisfied - Satisfied
- Reverse order: [checked]
- Choice display: Show all, Show first and last
- Format: List
- Alignment: Vertical
- Add choice group
- Response requirements: Add requirements [toggle on], Force response (checked), Request response
- Add validation: [toggle off]

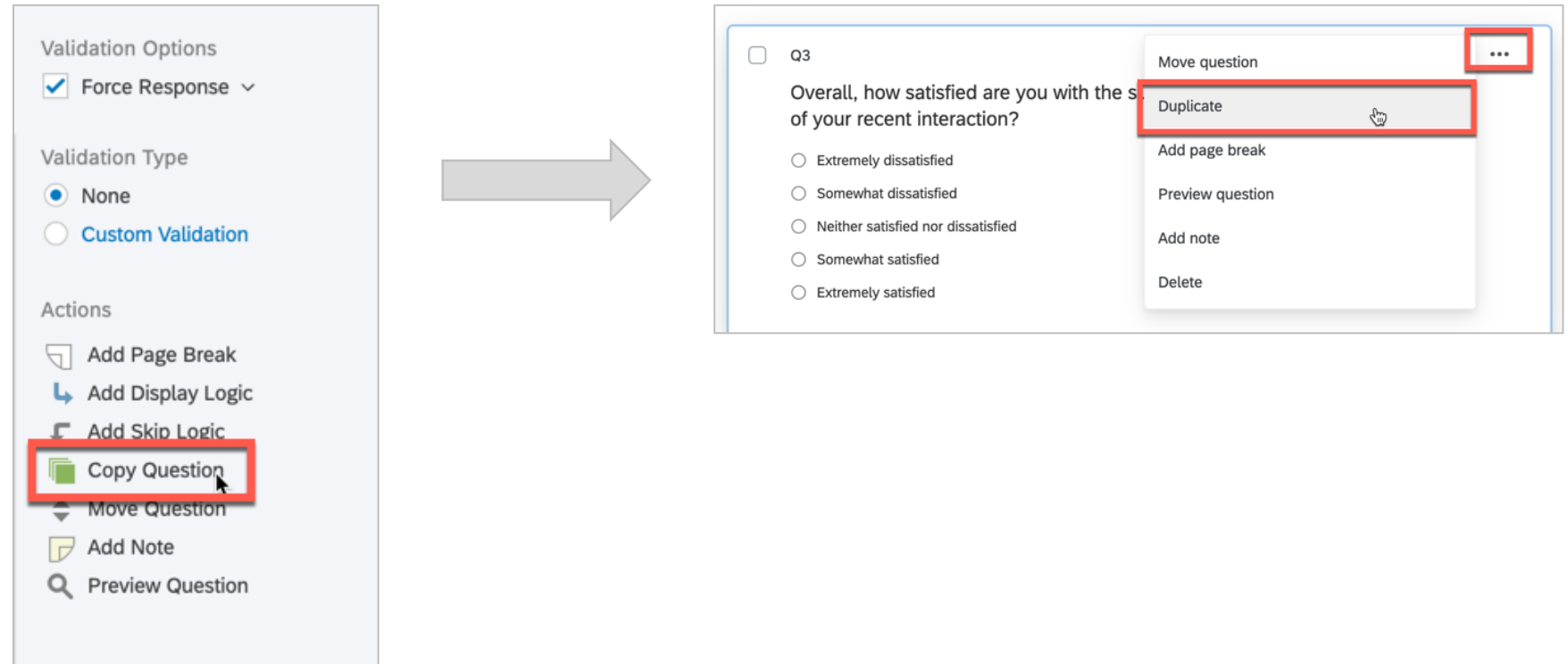
Survey builder

“Question options” (gear) are now “question behavior.”



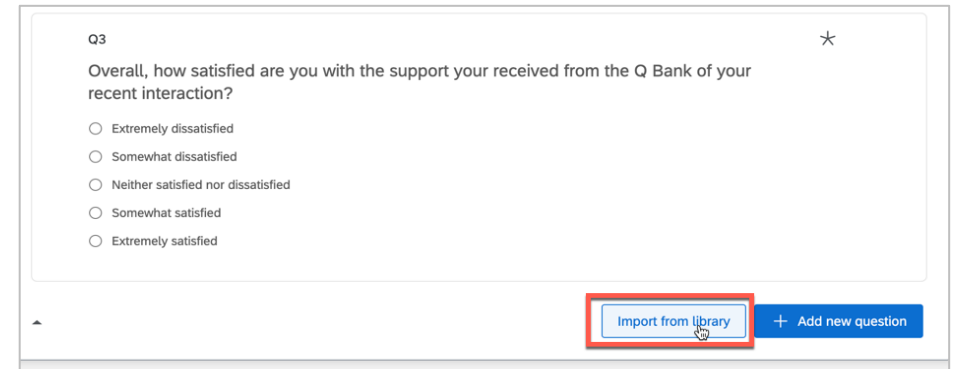
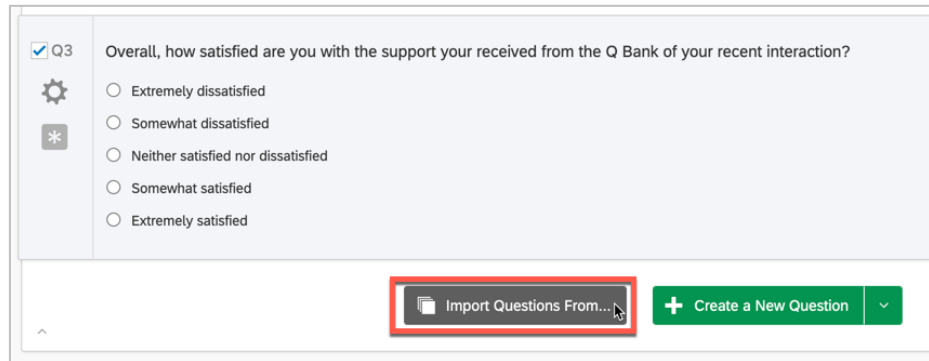
Survey builder

“Copy question” is now “duplicate.”



Survey builder

“Import Questions From...” is now “Import from library.”



Survey options

“Save and continue” is now “Allow respondents to finish later.”

Survey Options

Survey Experience

☒ **Back Button.** Enable respondents to change their responses. Back Button is not available across branches. [More Info](#)

☒ **Save and Continue.** Allow respondents to save and continue later.

☐ **Show Question Numbers.** Great for previews. For participants, try a [Progress Bar](#) instead.

☒ **Use Custom Survey Validation Messages...**

Load a Saved Message ▾

Survey Language:

English (US) ▾

The language the survey is written in.

Survey Title:

Online Survey Software | Qualtric

This text will appear in the browser as the window or tab title.

Meta Description:

Qualtrics sophisticated online sur

Search engines and social media services use this description.

Survey Protection

☒ **Open Access.** Allow anyone to take this survey.

☐ **Password Protection.** This password must be entered to take this survey:

☐ **Prevent Ballot Box Stuffing.** Take action when a respondent tries to take this survey more than once.
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 ☒ **Secure Participants' Files.** Files uploaded as responses can only be viewed by users with permission to view responses.
 ☐ Show a custom message when a respondent revisits a previously completed link..

☐ **Survey Expiration.** The survey will only be available for a specified date range.

Close

Save



Survey

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Saved at 12:12 PM

Draft

Back button

Add a back button to your survey to allow people to change their responses. The back button won't appear when you have survey flow elements between survey blocks. [Learn More](#)

On

Allow respondents to finish later

Let respondents coming from an anonymous link leave your survey and re-enter to finish it later. Respondents with a personalized link will still be able to stop and continue at a later time, even when this option is off.

On

Custom error messages

Show custom messages to respondents for scenarios when they skip a required question or provide an invalid response.

On

Load a saved message ▾

Incomplete survey responses

Select what to do with incomplete responses and indicate when they should be considered incomplete. [Learn More](#)

What should be done with incomplete survey responses?

Record

Delete

Survey options

“Use Custom Survey Validation Messages” is now “Custom error messages.”

Survey Options

Survey Experience

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Survey

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Language, title, survey description

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Passwords, file uploads, bot detection and more

Post-Survey

Thank you emails, completed survey messages, and triggers

Advanced

Scoring

Attach point values to specific answers

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Set conditions you want responses to meet

Translations

Translate this survey into other languages

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Survey options

“Survey Title” is now “Display name.”

Survey Options

Survey Experience

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[Load a Saved Message](#)

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- ☐ Show a **custom message** when a respondent revisits a **previously completed** link.

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[Close](#) [Save](#)



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Translate this survey into other languages

Saved at 12:12 PM Draft

Survey language
Select the language you're writing your survey in. This will be used for automated messages generated by Qualtrics.

Survey language
English (US)

Display name
Enter a survey name to show in search results, social media posts, and on browser tabs.

Display name
Online Survey Software | Qualtrics Survey Solutions

Survey description
Enter a survey description to show in search results and on social media posts.

Survey description
Qualtrics sophisticated online survey software solutions make creating online surveys easy. Learn more about Research Suite and get a free account today.

Question numbers
Show respondents the question number next to each question in your survey. ⓘ

Survey options

“Meta Description” is now “Survey description.”

Survey Options

Survey Experience

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Close

Save



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Saved at 12:12 PM

Draft

Survey language

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Survey language

English (US) ▾

Display name

Enter a survey name to show in search results, social media posts, and on browser tabs.

Display name

Online Survey Software | Qualtrics Survey Solutions

Survey description

Enter a survey description to show in search results and on social media posts.

Survey description

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Question numbers

Show respondents the question number next to each question in your survey. ⓘ

Survey options

“Prevent Ballot Box Stuffing” is now “Prevent multiple submissions.”

Survey Options

Survey Experience

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Close

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Quotas

Set conditions you want responses to meet

Translations

Translate this survey into other languages

Saved at 12:36 PM

Draft

Survey access

Indicate if your survey can be taken by anyone or only people with personal invites.

☒ **Open access**
☐ **Invitation only**

Password protection

Require respondents to enter a password before they can take your survey.

☐ **Off**

Add a referral website URL

Allow people to take your survey only if they select a survey link included on a specific website.

☐ **Off**

Prevent multiple submissions

Prevent respondents from taking your survey multiple times. You can choose to end the survey, redirect them to a website or flag the response.

☐ **Off**

Bot detection

We'll look for bots that might be taking your survey and flag their responses with an embedded data field (reCAPTCHA). [Learn More](#)

Survey options

“Email Scan Roadblock” is now “Security scan monitor.”

Survey Options

Survey Experience

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Close

Save



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Translations

Translate this survey into other languages

Saved at 12:37 PM

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Add a referral website URL

Allow people to take your survey only if they select a survey link included on a specific website.

Off

Prevent multiple submissions

Prevent respondents from taking your survey multiple times. You can choose to end the survey, redirect them to a website or flag the response.

Off

Bot detection

We'll look for bots that might be taking your survey and flag their responses with an embedded data field (reCAPTCHA). [Learn More](#)

Off

Security scan monitor

Prevent security scanners from accidentally starting surveys when they test your link (reCAPTCHA). [Learn More](#)

On

RelevantID

Analyze a respondent's browser, operating system, and location to prevent fraudulent responses. [Learn More](#)

Off

Survey options

“HTTP Referrer Verification” is now “Add a referral website URL.”

Survey Options

Survey Experience

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☒ **Save and Continue.** Allow respondents to save and continue later.
☐ **Show Question Numbers.** Great for previews. For participants, try a [Progress Bar](#) instead.
☒ **Use Custom Survey Validation Messages...**

Load a Saved Message ▾

Survey Language:

English (US) ▾

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Saved at 12:40 PM

Draft

Add a referral website URL

Allow people to take your survey only if they select a survey link included on a specific website.

On

Website URL

http://

Example: www.qualtrics.com

Prevent multiple submissions

Prevent respondents from taking your survey multiple times. You can choose to end the survey, redirect them to a website or flag the response.

Off

Bot detection

We'll look for bots that might be taking your survey and flag their responses with an embedded data field (reCAPTCHA). [Learn More](#)

Off

Security scan monitor

Prevent security scanners from accidentally starting surveys when they test your link (reCAPTCHA). [Learn More](#)

On

RelevantID

Survey options

“Secure Participants’ Files” is now “Require permission to view uploaded files .”

Survey Options

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Off

Security scan monitor

Prevent security scanners from accidentally starting surveys when they test your link (reCAPTCHA). [Learn More](#)

On

RelevantID

Analyze a respondent's browser, operating system, and location to prevent fraudulent responses. [Learn More](#)

Off

Prevent indexing

Block search engines from including your survey in their search results.

On

Require permission to view uploaded files

Only users with permission to view responses can access files uploaded by respondents.

On

Anonymize responses

Don't record respondents' IP Address, location data, and contact info.

Off

Survey options

“Show a custom message when a respondent revisits a previously completed link” is now
“Message for revisiting a completed survey.”

Survey Options

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Language, title, survey description

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Survey expiration, incomplete responses, back button and more

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Post-Survey

Thank you emails, completed survey messages, and triggers

Advanced

Scoring

Attach point values to specific answers

Quotas

Set conditions you want responses to meet

Translations

Translate this survey into other languages

Saved at 12:44 PM

Draft

Send a thank you email

Select a message from your library to send to respondents after they finish your survey.

Load a saved message ▾

Message for revisiting a completed survey

Add a message for respondents that select a personalized link to a survey they've already completed.

Load a saved message ▾

Manage email triggers

Add and view triggers for emailing survey respondents.

Edit triggers

Manage contact list triggers

Set conditions for adding respondents to a contact list when they've completed your survey.

Edit triggers

Manage Salesforce triggers

Select the type of trigger you want to use in association with your Salesforce account.

Web-to-lead trigger

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Search engines and social media services use this description.

Survey Protection

☒ **Open Access.** Allow anyone to take this survey.
☐ **By Invitation Only.** Prevent people from taking the survey using an anonymous survey link.
☐ **Password Protection.** This password must be entered to take this survey:
☐ **Prevent Ballot Box Stuffing.** Take action when a respondent tries to take this survey more than once.
☐ **Bot Detection.** Flag suspicious responses using [reCAPTCHA](#).
☐ **Email Scan Roadblock.** Use [reCAPTCHA](#) to prevent security scanners from starting surveys when testing your survey links.
☐ **RelevantID.** Flag suspicious panel respondents using [RelevantID](#).
☐ **HTTP Referer Verification.** The user must come from this URL to take the survey:
☒ **Prevent Indexing.** A tag will be added to the survey to prevent search engines from indexing it.
☒ **Secure Participants' Files.** Files uploaded as responses can only be viewed by users with permission to view responses.
☐ Show a **custom message** when a respondent revisits a **previously completed** link..

☐ **Survey Expiration.** The survey will only be available for a specified date range.

Close

Save



Survey

Actions

Distributions

Data & Analysis

Reports

Options

General

Language, title, survey description

Responses

Survey expiration, incomplete responses, back button and more

Security

Passwords, file uploads, bot detection and more

Post-Survey

Thank you emails, completed survey messages, and triggers

Advanced

Scoring

Attach point values to specific answers

Quotas

Set conditions you want responses to meet

Translations

Translate this survey into other languages

Saved at 12:44 PM

Draft

What should be done with incomplete survey responses?

☒ Record
☐ Delete

How much time should pass before they're considered incomplete?

1 Week ▾

What respondent activity should the time you selected start from?

☐ Survey start time
☒ Last time they edited a response

Once responses are recorded or deleted, respondents won't be able to revisit the survey.

Survey availability

You can leave your survey open for responses indefinitely or set a specific start and expiration time.

☒ Leave survey open to collect responses
☐ Set specific start and expiration date

Inactive survey message

Show a message to people who visit your survey after it expires or after you've made it inactive.

Message type

☒ Default
☐ Custom

Survey options

“Partial Completion” is now “Incomplete survey responses.”

Survey Options

☒ **HTTP Referrer Verification.** The user must come from this URL to take the survey:
☒ **Prevent Indexing.** A tag will be added to the survey to prevent search engines from indexing it.
☒ **Secure Participants' Files.** Files uploaded as responses can only be viewed by users with permission to view responses.
☐ Show a **custom message** when a respondent revisits a **previously completed** link..

☐ **Survey Expiration.** The survey will only be available for a specified date range.

Survey Termination

☐ **Default** end of survey message.
☒ **Custom** end of survey message...

Loading Library Message... ▾

☐ Show Response Summary.
☐ **Redirect** to a full URL, ex. "https://www.qualtrics.com"
☐ Send additional thank you **email** from a library... When distributed via the Survey Mailer.
☐ **Anonymize Response.** Do NOT record any personal information and remove contact association.

Inactive Surveys

☒ **Default** inactive survey message.
☐ **Custom** inactive survey message...

Partial Completion

Record ▾

 responses in progress

1 Week ▾

 after respondent's

last activity ▾

Please note, the recipient cannot continue taking the survey once their data is recorded or deleted.

Close

Save



Survey

Options

General

Language, title, survey description

Responses

Survey expiration, incomplete responses, back button and more

Security

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Draft

Allow respondents to finish later

Let respondents coming from an anonymous link leave your survey and re-enter to finish it later. Respondents with a personalized link will still be able to stop and continue at a later time, even when this option is off.

On

Custom error messages

Show custom messages to respondents for scenarios when they skip a required question or provide an invalid response.

On

Load a saved message ▾

Incomplete survey responses

Select what to do with incomplete responses and indicate when they should be considered incomplete. [Learn More](#)

What should be done with incomplete survey responses?

☒ Record
☐ Delete

How much time should pass before they're considered incomplete?

1 Week ▾

What respondent activity should the time you selected start from?

☐ Survey start time