

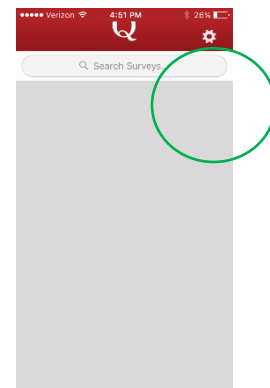
# TCP Housing and Participant Assessment Report Survey App Instructions

## How to download the Qualtrics Survey App.

1. Search for and download “Qualtrics Surveys” in the Apple or Android app stores. (It is free!)

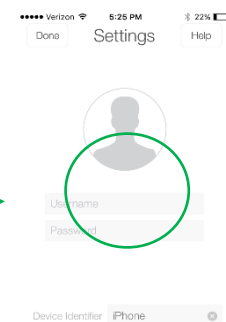


2. Open the app and click on the cog symbol in the top right.



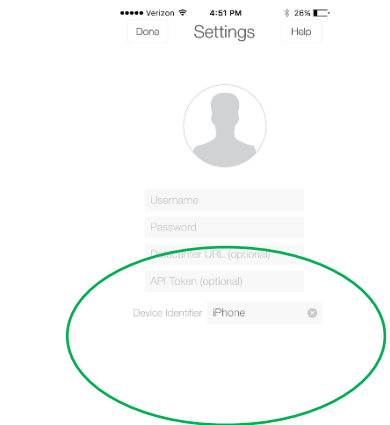
3. A sign-in will appear. **TRIPLE CLICK THE OUTLINE** of the profile pic. You must triple click it to activate the code field.

This guy here! →



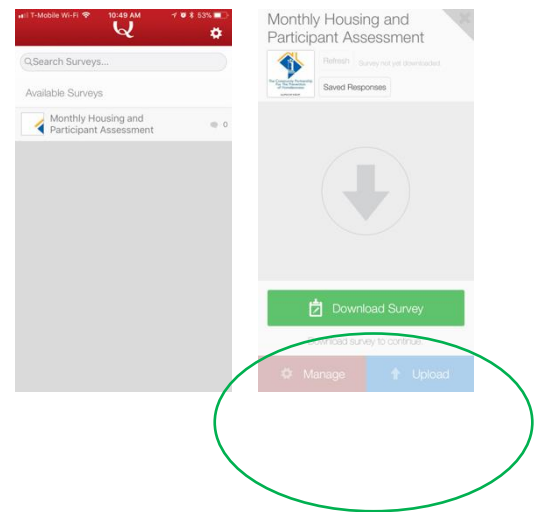
**4. New fields will pop up. You will enter the following information:**

- **Username:** ctraylor@community-partnership.org
- **API Token:**  
4pVpVP5KXra3x1gYkCdW14MANVmp2h8twYrKRd0g
- **Device Identifier:** Type in the surveyor's name (your name)
- You DO NOT need a "password" or "datacenter"
- Click log-in



**5. You're logged-in! Next you will see the "App Survey Housing and Participant Assessment Report" survey as an available survey. Click on it and then select download.**

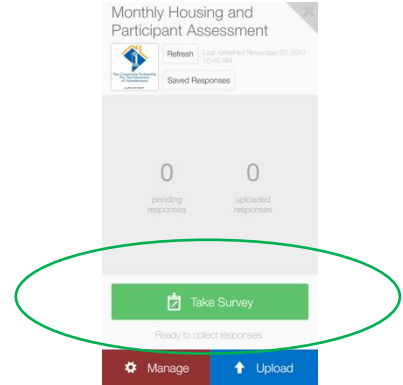
**Make sure to select the app survey!**



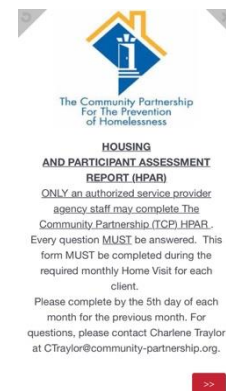
**6. Now the survey is available in your app! When you are ready to start collecting surveys move on to the instructions in the next section!**

## How to use the Qualtrics Survey App.

1. Open the app and click on “take survey”.

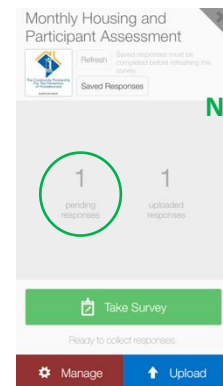


2. Then just proceed with the survey!



3. You can complete multiple surveys, one after the other.

- Once you complete you will see “pending responses” listed: **YOU MUST UPLOAD THE SURVEYS TO HAVE THEM ADDED TO OUR DATASET!!**
- You DO NOT have to upload after every survey, just periodically throughout the day or at the end of your shift.
- Please make sure that ALL surveys are uploaded after your shift otherwise we risk losing the data.

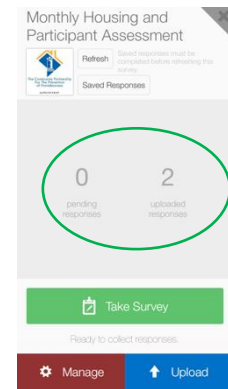


Not yet uploaded!

Click here!

4. To upload the responses click on “upload”, once uploaded you will see the number of response in the “completed response” area. **Don't forget to do this at the end of your shift!**

Once uploaded you will see the pending number as '0' and the completed number has increased.



**THAT'S IT!!!! Congratulations you have complete an offline app survey!!!**

**For more information visit the Qualtrics articles here:**

**Setting up the app:**

**<https://www.qualtrics.com/support/survey-platform/distributionsmodule/mobile-distributions/offline-app/setting-up-the-offline-app/>**

**Collecting and uploading surveys:**

**<https://www.qualtrics.com/support/surveyplatform/distributions-module/mobile-distributions/offline-app/collecting-and-uploading/>**

**For support contact:** Charlene Traylor [ctraylor@community-partnership.org]