

Prime Panels

SurveyMonkey Study Setup

1. Capture a parameter representing each participant's assignment ID that CloudResearch passes to your study. This will provide each participant with a unique ID in your data file.
2. Set up a redirect at the end of your survey to a CloudResearch URL. This ensures that only participants who completed your study will be paid.

1. How to capture the assignment ID

(See http://help.surveymonkey.com/articles/en_US/kb/What-are-custom-variables-and-how-do-I-use-them for more information, if needed)

1. Click the **Design Survey** tab.
2. In the left sidebar, click **LOGIC**.
3. Click **Custom Variables**.
4. Set up the first variable by completing the following fields:
 - **Variable Name (required)** - This will appear in the URL string itself. The Variable Name cannot contain any spaces. Max 50 characters.
 1. Enter **aid** (all lower case) as your variable name
 - **Label (optional)** - This will appear in your data file, so create a label that will help you track what information the field contains. Max 250 characters.
5. Click **Save**.

2. How to set the end of survey redirect

See http://help.surveymonkey.com/articles/en_US/kb/What-are-the-Survey-Completion-options for more information, if needed)

To edit the Survey End Page:

1. Go to the **Collect Responses** section of your survey.
2. Click the name of the collector and access the **collector options**. You may need to click **Show advanced options**.
3. Choose the following option:

Option	Description
On, show a custom end page	Redirect respondents to your own webpage upon survey completion. Enter the URL to a website of your choice.

Enter this URL

<https://app.cloudresearch.com/Router/End>

When setting up termination logic or when routing unqualified participants in your study, please make sure to set up a different end of survey termination block for those participants and send them to one of the following links:

- o Participants who do not qualify for a demographic qualification:
<https://app.cloudresearch.com/Router/ThankYouNotQualified>
- o Termination due to poor quality responses or failing an attention check:
<https://app.cloudresearch.com/Router/ThankYouTerm>
- o Termination due to quota overfill:
<https://app.cloudresearch.com/Router/QuotaFull>

Final Steps:

- Test your SurveyMonkey URL to verify that all is set up properly and you are capturing the **aid** field in your data file.
 - o In a browser, navigate to your SurveyMonkey URL and append to the end of the URL
?aid=dummy
For example:
<https://www.surveymonkey.com/s/53QW269Z?aid=dummy>
 - o Check your SurveyMonkey data file that it contains an **aid** that equals “dummy”
- Send your SurveyMonkey URL to CloudResearch to verify correct setup
- Your study will launch shortly after payment is remitted and will typically complete in a few days; for many studies, within the day.
- In the event that participants completed your study but you want to reject their work, send their **aid** ID to CloudResearch within 7 days. New workers will be added to replace them, at no charge.

Have further questions? Email us at support@cloudresearch.com with your questions or to set up a phone meeting.