

Pre-launch: editing and testing

QUICK START GUIDE



Modify existing questions

Once a question is written, you can:

Change the question and response text: Select and edit the text.

Reorder the responses: For non-matrix questions, drag and drop the responses into your desired order. For matrix questions, select the checkbox on the line or column you wish to move and select the appropriate action.

Add and remove response options: Use the return/enter key to add another answer option. Use the backspace/delete key to remove an existing option.

Change the question type: Use the drop-down menu on the left side of the question box. The platform will preserve your response options.

Hyperlink your questions in the comments

To refer to another question in your survey, type **Q** and the question number without space (e.g., **Q12** instead of **Q 12** or **Question 12**).

- The text will turn green.
- Click the text to jump directly to that question.
- The number and hyperlink will automatically update if you renumber the survey after adding, removing, or reordering the questions.

Don't use the logic details field

Survey directors use this space to describe code that has already been created.

If you put programming directions here, survey directors will not be notified, and you might accidentally remove critical information.



Providing programming directions

Always use comments to ask your survey directors for help with any programming requests, including logic, looping, complex question types, or general clarification.



Test your survey thoroughly for better results

To ensure your survey produces accurate and useful results, test it to make sure the logic works as expected and report any issues to your survey director. Also, ensure that the questions and options align with your research goals.

IncQuery will manage the technical aspects of testing, such as reviewing the source code and quality controls.

Testing tips

Take the survey multiple times: Use both desktop and mobile devices.

Don't provide the same responses every time: Put yourself in the shoes of ideal, low-information, inattentive, and unqualified respondents.

Look for confusing questions: Is the wording clear, and are the response options mutually exclusive and collectively exhaustive?

Look for opportunities to flag improbable or illogical responses: Talk to your survey directors about implementing quality control checks to help ensure data integrity.



Streamline testing in the Preview tab

Bookmarks:

You can add a bookmark to any question while previewing the survey in the platform. This saves all your answers up to that point, letting you return to specific points without starting from the beginning.

Teleporting:

Teleporting lets you jump to any point in the survey, but only use it to preview what a question will look like. If you use it to test survey logic, you will likely encounter errors as there will be no data from prior questions.

Testing link:

You can share this link with anyone you'd like to test the survey. They do not need an IncQuery user. Be mindful about whom you send the link to, especially if the survey contains competitive, sensitive, or proprietary information.

Page IDs:

If you happen to encounter an issue during testing, share the red page ID with your survey directors. This allows them to quickly and easily review, diagnose, and resolve the issue.

Need help? Reach out directly to your survey directors or visit the **Knowledge Base** in the platform.

About IncQuery

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