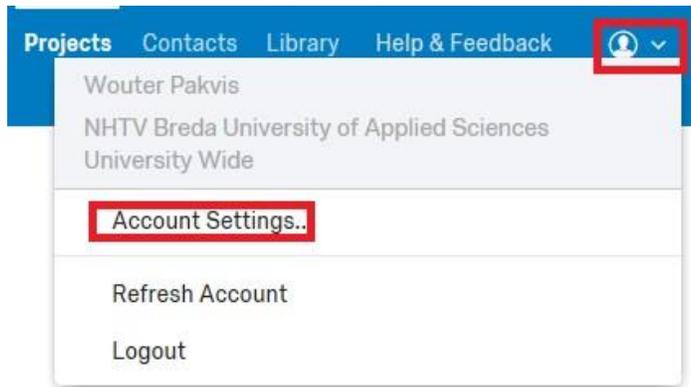# Qualtrics Offline Survey App

Hereby a manual for how to use the Qualtrics Offline Survey App.
Follow the steps shown below in order to create an API Token and how to login on the app.

1. First you have to login on Qualtrics in a Webbrowser, with your NHTV credentials
2. Click the icon on the right top of the screen and left click on "Account Settings"

3. Scroll down and you will see your User ID, this is a long string (which is covered in red below) and ends with #nhtv. You need this user id later on to sign in on the app. I suggest to copy this user id and E-mail them towards yourself, so you can copy and paste it into the app later.
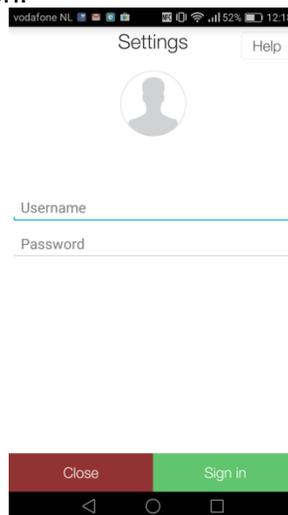

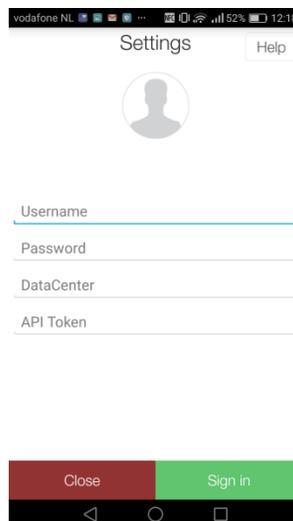4. Left click on "Qualtrics ID's" on top of the screen

5. Left click on "Generate Key" underneath "API Documentation". A long combinations of Letters and Numbers will appear next to "Token". Also copy this combination towards your E-mail.
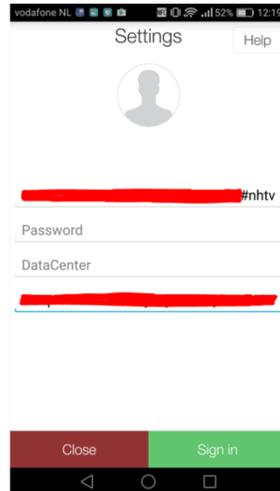

6. Go to Google Play Store or the Apple App Store and search for Qualtrics. The first hit "Qualtrics Surveys" is the app you'll need.
7. After the app is installed, boot it up.
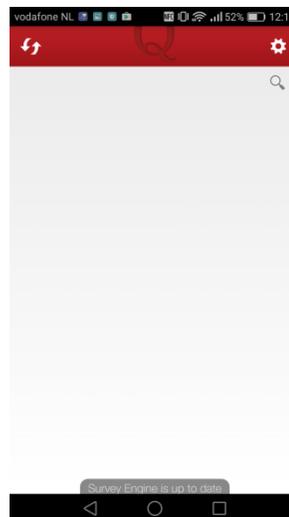8. You'll see the following screen:

9. Double tap on the picture underneath "Settings". Two more fields will appear:

10. Copy the User ID, which you have send towards your E-mail and paste it in the "Username" field. This ID has "**#nhtv**" in it
11. Leave "Password" empty
12. Leave "DataCenter" empty
13. Copy the API Token which you've also send towards your E-mail and paste it in the API Token field.

14. Tap "Sign In"
15. You are now signed in on the "Offline Survey App" of Qualtrics

Help and Support

NOTE NHTV ICT Support does not support functional Qualtrics questions. We assist on best effort, but the Qualtrics Servicedesk is always available for questions and other support.

Most questions can be asked towards Qualtrics Support:
- Before you log in on the app on the right top of the screen you'll see "Help". There is a short FAQ list made by Qualtrics which explains common questions/errors. You can find this FAQ after you've signed in and tap on "Settings.

- Sign in on the browser version of Qualtrics => Go to Help & Feedback on top of the screen. You'll be redirected towards a larger support site, where you can ask questions or create a Ticket online for Qualtrics Support.

- E-mail address: support@qualtrics.com
  Website: https://www.qualtrics.com/