

## Collaborate with your colleagues/supervisors

Please select collaborate for the specific survey you aim to share:

Trials ▾ Sort By: Project Name ▾

	Status	Responses	Last Response	
★ <b>Vergleich</b> <small>Last Modified: May 21, 2016 6:02 PM</small>	Closed	4	Mar 26, 2015	View Reports
★ <b>Verschachteltes Design</b> <small>Last Modified: Jul 20, 2016 2:04 PM</small>	Closed	2	Jul 20, 2016	

Showing page 1 of 1

- Activate
- Share Project**
- Rename Project
- Copy Project
- Edit Survey
- Preview Survey
- Translate Survey
- Distribute Survey
- Data & Analysis
- View Reports
- Delete Project

Next you have to insert the mail address and click on "add" – personalize your message:

Share Project: Vergleich

Add User and Group Address Book

User		Distribute
Stefan D	<input type="checkbox"/>	<input type="checkbox"/>
stefan.dressler@fhwn.ac.at	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
stefan.dressler@univie.ac.a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Invite stefan.dressler@univie.ac.at to collaborate**

Share this project with **stefan.dressler@univie.ac.at**.

Custom Message (Optional)

Dear Mr. XY,

...

Many thanks and best regards,

Cancel OK

Cancel Save

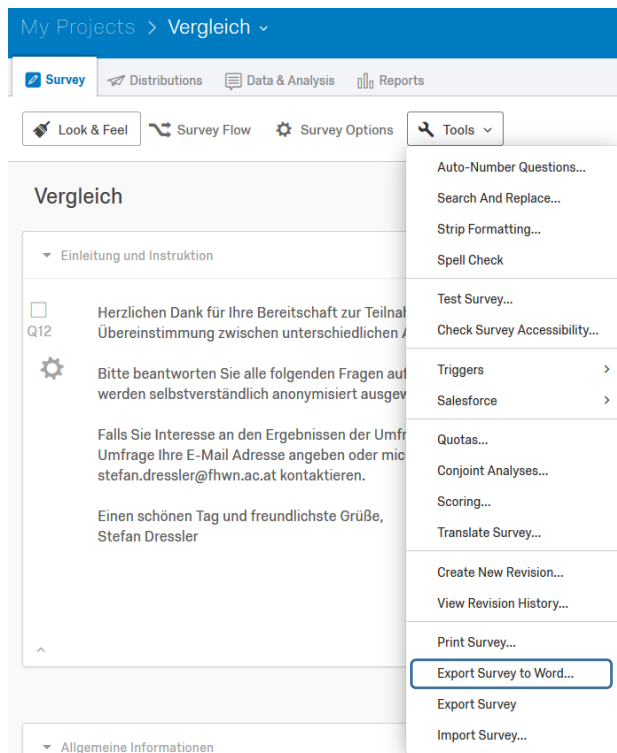
Now tick "Edit" and "View Results" and then "Save" – the invitation is sent automatically.

### Share Project: Vergleich

Add User and Group Address Book

User	Edit	View Reports	Activate/Deactivate	Copy	Distribute
Stefan D	<input checked="" type="checkbox"/> Details	<input checked="" type="checkbox"/> Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
stefan.dressler@fhwn.ac.at	<input checked="" type="checkbox"/> Details	<input checked="" type="checkbox"/> Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You may also export the questionnaire to Word under Tools and send it via mail directly:



### **And how does it look like for the receiver of your invitation:**

Hey,

Stefan Dressler has invited you to collaborate on their survey, "**Vergleich**". You can access this Qualtrics survey at any time by logging in to your existing Qualtrics account or registering for a **new account**.

You may need to reload the page to see this survey. If you have more than one Qualtrics account linked to this email, you'll see the collaborated survey in the first account you access.

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Dear Mr. XY, I hereby would like to invite you to collaborate on my online questionnaire so that you can also edit it online and provide me with your feedback. Many thanks and best regards, Stefan Dressler

- Stefan Dressler

[Log In](#)

If your supervisor already has a Qualtrics-account, he or she just has to login following this link: <https://fhwn.qualtrics.com>. If not, any person may register and create a NEW ACCOUNT (even external supervisors).

**After the successful LOGIN the shared survey will be visible immediately and the exchange of knowledge may start.**