

## Instructions for Preventing the Collection of IP Address from a Qualtrics Survey

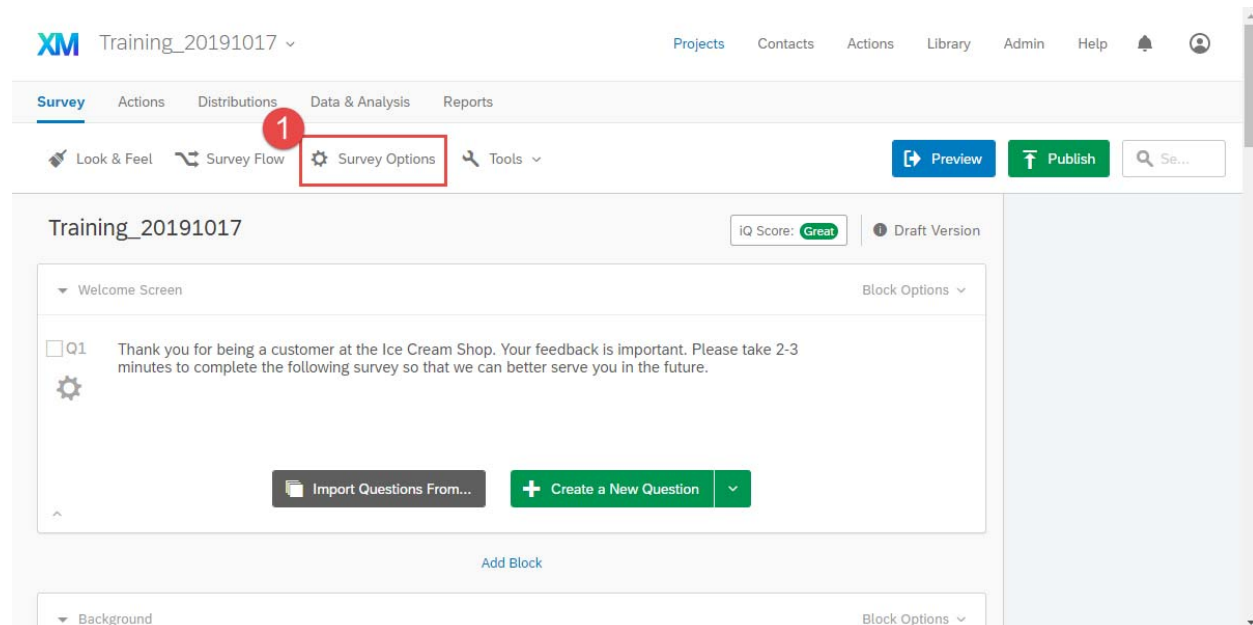
Enabling the “Anonymize Responses” setting is an effective way to permanently scrub a response of identifying information before saving it in the data.

When responses are gathered with the Anonymous Link, enabling this setting will remove the respondents’ IP address and location data from your results. When responses are gathered with the Individual Link, enabling this setting will remove the IP address and location data and disconnect the response from the contact who provided it. In this way, you can know which contacts have responded (through your distribution history and contact history), but not which response belongs to which contact.

Once you turn on the Anonymize Responses setting, your respondents’ identifying information is hidden. If this setting was turned on before a response was collected, that response’s identifying information will never be retrievable. If this setting was turned on after a response was collected, the response’s identifying information will be retrievable. Proceed with caution!

Note: The source of the above text is <https://www.qualtrics.com/support/survey-platform/survey-module/survey-options/survey-termination/#AnonymizingResponses>

1. From the Edit Survey screen, click “Survey Options” to open the Survey Options menu.



The screenshot displays the Qualtrics interface for editing a survey titled "Training\_20191017". The top navigation bar includes "Projects", "Contacts", "Actions", "Library", "Admin", "Help", and a user profile icon. Below this, a secondary navigation bar shows "Survey", "Actions", "Distributions", "Data & Analysis", and "Reports". The main toolbar contains "Look & Feel", "Survey Flow", "Survey Options" (highlighted with a red box and a red circle containing the number 1), and "Tools". To the right of the toolbar are "Preview" and "Publish" buttons, along with a search field. The survey content area shows a "Welcome Screen" with a question Q1: "Thank you for being a customer at the Ice Cream Shop. Your feedback is important. Please take 2-3 minutes to complete the following survey so that we can better serve you in the future." Below the question are buttons for "Import Questions From..." and "Create a New Question". At the bottom, there is an "Add Block" button and a "Background" section.

2. Enable the “Anonymize Response” option by clicking the checkbox
3. Click “Save”

The image shows a 'Survey Options' dialog box in a Qualtrics interface. The dialog is divided into three sections: Survey Experience, Survey Protection, and Survey Termination. In the Survey Experience section, the 'Anonymize Response' checkbox is checked and highlighted with a red circle containing the number '2'. In the Survey Termination section, the 'Anonymize Response' checkbox is also checked and highlighted with a red circle containing the number '3'. At the bottom right of the dialog, there is a 'Close' button and a green 'Save' button with a checkmark, which is also highlighted with a red circle containing the number '3'. The background shows a sidebar with 'Training\_20' and a search bar.

**Survey Options**

**Survey Experience**

- Back Button.** Enable respondents to change their responses. Back Button is not available across branches. [More Info](#)
- Save and Continue.** Allow respondents to save and continue later.
- Show Question Numbers.** Great for previews. For participants, try a [Progress Bar](#) instead.
- Use Custom Survey Validation Messages...**

**Survey Language:**  The language the survey is written in.

**Survey Title:**  This text will appear in the browser as the window or tab title.

**Meta Description:**  Search engines and social media services use this description.

**Survey Protection**

- Open Access.** Allow anyone to take this survey.
- By Invitation Only.** Prevent people from taking the survey using an anonymous survey link.
- Password Protection.** This password must be entered to take this survey:
- Prevent Ballot Box Stuffing.** Keep people from taking this survey more than once.
- HTTP Referer Verification.** The user must come from this URL to take the survey:
- Prevent indexing.** A tag will be added to the survey to prevent search engines from indexing it.
- Secure Participants' Files.** Files uploaded as responses can only be viewed by users with permission to view responses.
- Show a **custom message** when a respondent revisits a **previously completed** link..
- Survey Expiration.** The survey will only be available for a specified date range.

**Survey Termination**

- Default** end of survey message.
- Custom** end of survey message...
- Show Response Summary.
- Redirect** to a full URL, ex. "https://www.qualtrics.com"
- Send additional thank you **email** from a library... When distributed via the Survey Mailer.
- Anonymize Response.** Do NOT record any personal information and remove contact association.

Close