

The Collaborate tool in Qualtrics allows you to share your project with others as well as allowing you to restrict access to certain features of the project.

## To Collaborate with Others

• Select the tools drop down bar located on the survey description bar and then select **Collaborate** from the drop-down menu

Tools ^ Saved Aug 31, 202
Auto-number questions
Reset recode values
Manage reusable choices gets
Generate test responses
Review >
Collaborate
Versions >
Import/Export >

## To Add Users

- Search the name in the **Username or Email** search bar and then select **Add**
- Select User and Group Address Book and select each name then click Add Selected

Collaborate on Project: Example Survey										
Type Username or Er	naiL 🗘 Add Ut	er and Group Addres	is Book							
Note: You do not have permission to collaborate outside your organization. Any recipients outside your organization will be unable to collaborate on the project.										
User	Edit	View Reports	Activate/Deactivate	Сору	Distribute					
					Cancel	✓ Save				

• Once you have selected the users, you can then edit the restrictions for each user.

## To Edit Restrictions

- Select or Deselect the check mark boxes for each desired category.
  - For the **Edit** and **View Reports** categories, you can select **Details** which allows you to easily customize what you want your collaborators to be able to edit and view.
- Once completed, select **Save**

Collaborate on Project: Exam	ple Survey					
Type Username or Email	Add User and G	iroup Address E	Book			
Note: You do not have permission to co collaborate on the project.	illaborate outside ye	our organizatior	n. Any recipients outside yo	ur organization	will be unable to	
User	Edit	View Reports	Activate/Deactivate	Сору	Distribute	
	Details	Details			V	•
	<ul> <li>Edit Surveys</li> <li>Copy Survey (</li> <li>Create Response)</li> </ul>		<ul> <li>Translate Surveys</li> <li>Set Survey Options</li> <li>Edit Survey Questions</li> </ul>	×		
	Delete Survey     Use Text Analy     Use Conjoint     Use Reference	ysis	<ul> <li>Edit Survey Flow</li> <li>Use Blocks</li> <li>Use Triggers</li> </ul>			
	La Use Reference	e BIOCKS			Cancel	✓ Save