This guide discusses how to test/distribute an existing survey. For assistance on how to create a survey, please see our separate guide.

In general, always test the wording & formatting of your survey prior to distribution.
How to Preview a Public Survey

While in the ‘Online Designer’ of your survey, select ‘Survey Distribution Tools’ in the left-side bar.
How to Preview a Public Survey

Continued

Click on ‘Open public survey’

Your survey preview will open in a new browser tab.
How to Preview a Public Survey

Continued

We suggest sending the survey to another individual (or two) to test your survey wording & formatting prior to distribution.

Click on the copy/paste icon to the right of the URL (or highlight & copy the URL) then paste it in the body of an email. Send this email to the people you want to test your survey with.

**Best Practice:** Be sure to test any branching logic that you added to your survey before distributing. We also suggest instructing your testers to write “test” in the name (or another field) to clearly indicate test responses when you download the results of your survey. You can also delete test responses prior to distributing your survey to your audience.
How to Distribute a Public Survey  
Continued

Under Survey Distribution Tools, copy/paste the survey URL into the email or other message you plan on sending out to your prospective respondents. Remember, public surveys are the same survey sent to everyone. See our guide for individual surveys if you want separate surveys sent to each person.

The QR code option is helpful for in-person events like fairs or presentations. You can print out the QR code or add it to a PowerPoint slide for people to point their smartphone camera at then complete the survey on their device. This option is ideal for gathering contact information or event feedback.
See our other guides to learn more foundational REDCap and Data Management skills