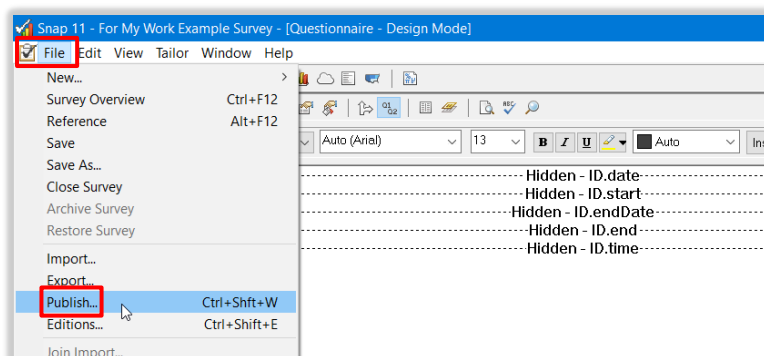


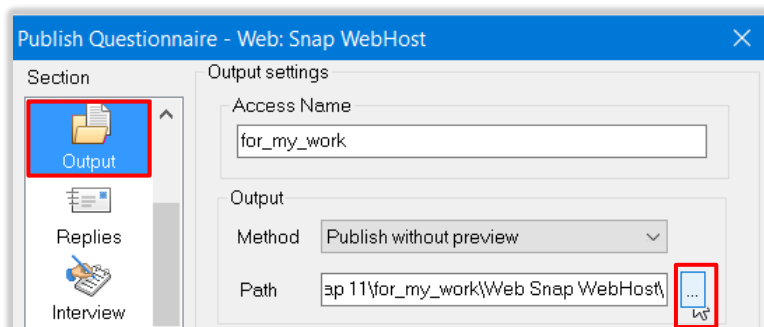
Snap - Uploading surveys to the web

Publishing a survey

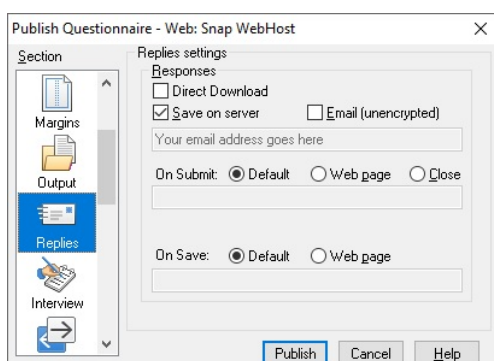
1. Open the survey you wish to publish.
To do this, click **File**, **Survey Overview**, and double-click the survey name. Then click **OK**.
2. Click **File**, then **Publish**.



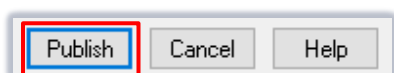
3. In the **Output** section, click the **Path** ellipsis to specify a network location where you would like to save the survey.



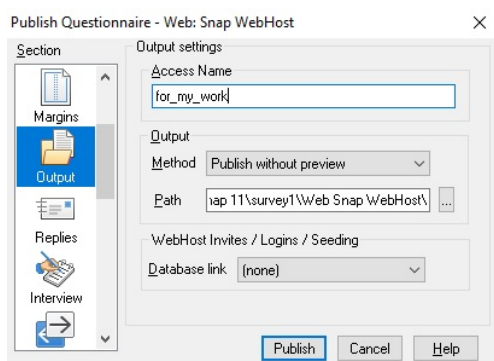
4. In the **Replies** section, untick **Direct Download** and then check that **Save on server** is ticked. This ensures that sensitive or medical data is stored securely on the University's servers.



5. You can now click **Publish** to create the survey at the location you specified at step 3.



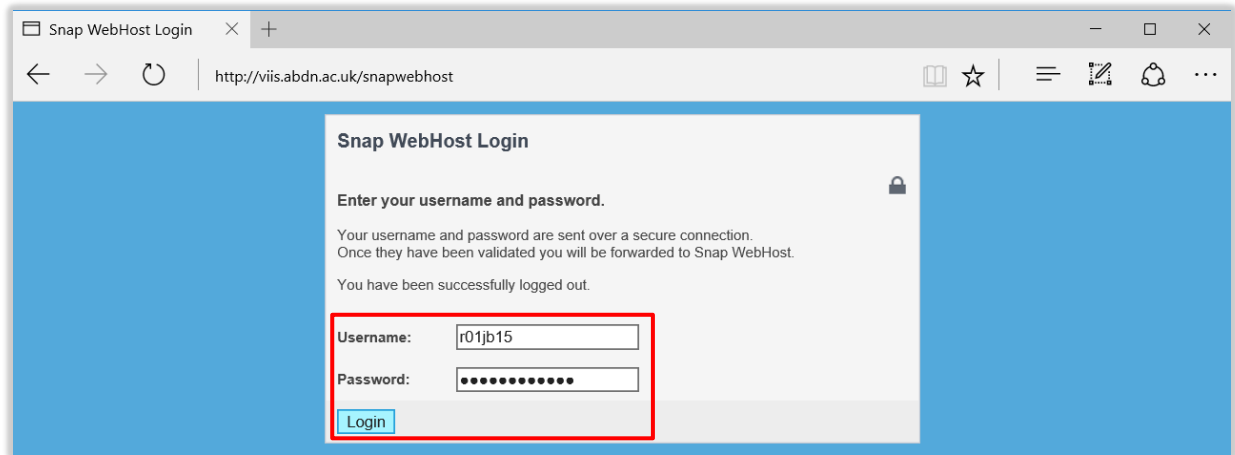
-
6. To share the survey online, you must now upload the published survey file to **SnapWebhost** at the University of Aberdeen.



Uploading a published survey to Snap WebHost

1. Log in to the University of Aberdeen's **Snap WebHost** at:

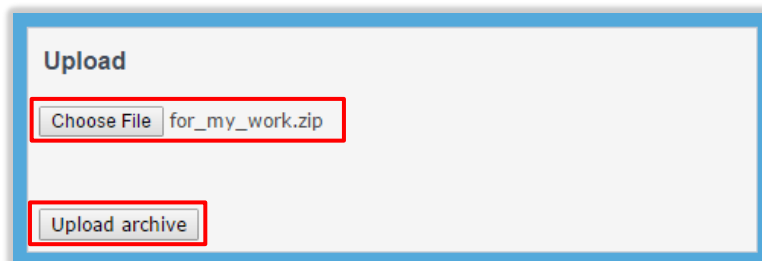
<https://viis.abdn.ac.uk/snapwebhost/>



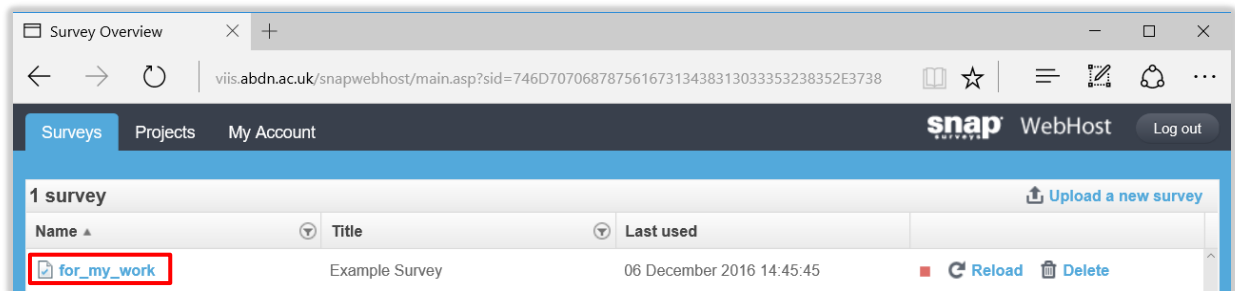
2. Click **Upload a new survey**.



3. Click **Choose File** and browse to find the survey that you published via Snap, then click **Upload archive**.



4. Once uploaded, click **Close**. Then click the survey name to access full details.



5. On the Setup tab ensure that you have ticked Secure Survey

Responses	
<input type="checkbox"/> Enable respondent login	<input type="checkbox"/> Running partial responses
<input type="checkbox"/> Allow multiple responses	<input type="checkbox"/> Email (unencrypted) responses
<input type="checkbox"/> Include respondent details in survey data	<input checked="" type="checkbox"/> Save responses
<input checked="" type="checkbox"/> Secure survey	<input type="checkbox"/> Private (slower) image and multimedia files

6. Click **Start questionnaire now** to begin gathering data.

The screenshot shows the 'Example Survey' web interface. The 'Collect' tab is active. Under the 'Questionnaire' section, the 'URL will be:' field displays the survey URL: <http://viis.abdn.ac.uk/snapwebhost/s.asp?k=148103554537>. Below this, there are social media sharing links for Twitter, Facebook, and LinkedIn. The 'Test URL:' field has a link: [Click here to test and preview the questionnaire](#). The 'Started:' and 'Status:' fields both show 'Not started'. A 'Reload survey' button is visible, and the 'Start questionnaire now' button is highlighted with a red box.

7. The survey is now available for participants to complete at the highlighted URL.

This screenshot is similar to the previous one, showing the 'Example Survey' web interface. The 'URL will be:' field is highlighted with a red box, displaying the same survey URL: <http://viis.abdn.ac.uk/snapwebhost/s.asp?k=148103554537>. The rest of the interface, including the social media links and the 'Start questionnaire now' button, remains the same.

8. You can share the link to your survey easily on Twitter, Facebook and LinkedIn using the quicklinks, or simply direct your users to the URL.

Other publication options are available. However if you just want a static link, you can follow the steps outlined in this document.