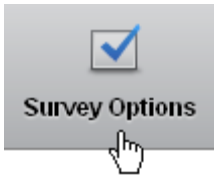
Using the Single Response Report Option in Qualtrics as Confirmation of a Form Submission

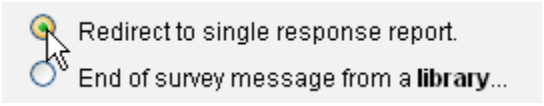
- Set up your registration/submission form as you normally do
- While in the *Edit Survey* tab, locate and click on the *Survey Options* Icon



- When the *Survey Options* window opens, look for the *Survey Termination* section



- Click the second bullet in this section to have Qualtrics automatically display a report of all entries from each respondent.



- Click *Save Changes* to save your selection and close the *Survey Options* dialog box.
- All future respondents will now see a report showing their response to each question shortly after they submit their registration form.