

**QUALTRICS SETUP GUIDE**

**The Below requirements are needed to establish a connection qualtrics.**

**Prerequisites**

Prerequisiteslink  
To connect Qualtrics to Fivetran, you need a Qualtrics account.

**Setup Guide**

1. Generate API token

* Log in to your Qualtrics account.
* Select Account Settings from the top right-hand corner.
* In the My Account window, go to the Qualtrics IDs tab.
* In the IDs tab, go to the API section and then click Generate Token.
* Make a note of the API token. You will need it to configure Fivetran.

1. Find data center ID

* Find your data center from the URL when you are logged into your Qualtrics account. You can find the ID in the URL before qualtrics.com. For example, if your URL is youraccount.ca1.qualtrics.com, then the data center is ca1. Read Qualtrics' documentation for more information.

1. (Optional) Grant permission

* If you use XM Directory and want to sync the TRANSACTION\_BATCH and BATCH\_TRANSACTION\_MEMBERSHIP tables,
* Go to the Admin page.
* Only Brand Administrators can access this page.
* In the Users tab, open the permissions window, and then go to the Contacts tab.
* Enable the Manage Directory permission and click Save.

1. Finish Fivetran configuration

* In the connector setup form, enter the Destination schema name of your choice.
* Enter the Data Center ID you found in Step 2.
* Enter the API token you generated in Step 1.
* Click Save & Test. Fivetran will take it from here and sync your data from your Qualtrics account.

