

# Creating a track

## Creating a new track

- Go to 'Track builder' in the navigation bar on the left
- Under 'Track builder' go to 'Tracks'
- Go to 'New'
- Enter the name and starting date of the study
- Choose the option 'Previous survey'
- Choose the right organisation(s)
- Press '**Add new track**'

## Adding rounds

- Go to 'Rounds' in the navigation bar
- Go to 'New'
- Select a survey
- Enter a number at 'order' (use this to order the list of surveys per track)
- Enter a description like '6 months follow up'
- Select one of the modes at 'Date Source' for the activation
  - 'Answers': Gemstracker uses a previous answer to determine when a survey becomes active
    - To use this mode;
      - 'Date source: Answers'
      - 'Round used': select the Round in which the date is asked
      - 'Date used': select the question in which the date is given
      - Enter at 'Add to date', the amount of time units added to the date (for example: 6)
      - Select one of the time units at 'add to date unit' (for example: weeks )
    - 'Token': Gemstracker uses a token of a different round to determine the activation date of this round (like when it was filled or deactivated )
      - To use this mode
        - 'Date source': Token
        - 'Round used': Select the round on which you want to base this round
        - 'Date Used': Select the token which you would like to use
        - Enter at 'Add to date', the amount of time units added to the date (for example: 6)
        - Select one of the time units at 'add to date unit' (for example: weeks )
      - 'Track': Gemstracker uses the start or end date of the track to determine when the survey becomes active
        - To use this mode
          - 'Date Source': Track
          - 'Date used': Track start or end
          - Enter at 'Add to date', the amount of time units added to the date (for example: 6)
          - Select one of the time units at 'add to date unit' (for example: weeks )
  - Select one of the modes at 'Date Source' for deactivation

- See the activation for 'Answers', 'Token' and 'Track'
- 'Does not expire': once activated the round will remain active until manually deactivated or the end of the track is reached
  - To use this mode
    - 'Date source': Does not expire
- Check 'Active'
- Press '**Save**'

**Add a round for each survey at every follow up moment**

## Activating a track

- Go back to 'Tracks' under 'Track builder'
- Press '**Edit**'
- Tick 'Active'
- Press '**Save**'

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