Loading the questionnaires from LimeSurvey into GemsTracker

- Go to 'Track builder' in the navigation bar on the left
- Under 'Track builder' go to 'Synchronize all surveys '
- Press 'Start 1 Job'
- Wait till the synchronization is finished
- Go to 'Surveys' in the navigation bar on the left
- Search for each survey you've added and follow the next steps for each of them
 - $\circ\,$ Press Edit for the right survey
 - $\circ\,$ Tick the box 'Active in #' (where # is the name of your project)
 - Change the group (Patient, Researchers or Staff)
 - Press 'Save'

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