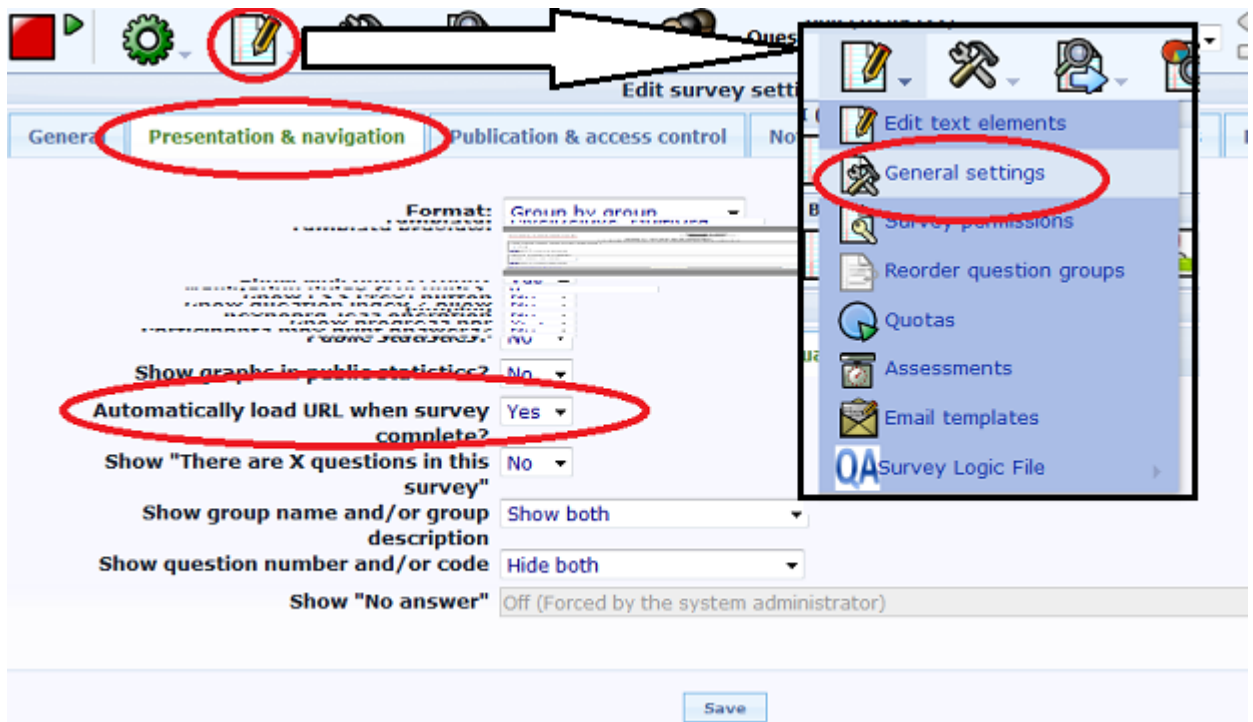# Loading questionnaires into GemsTracker

To use a survey created in a survey source like LimeSurvey, you will first have to prepare the survey in the source system. Next you must synchronize the source in GemsTracker.

Preparing the survey in LimeSurvey

Gems can only link individual survey answers to respondents when the survey setup allows this.

LimeSurvey survey settings

Select a survey

Select a survey and then click on the red encircled icon and then click on 'General settings' in the drop down menu.

Set Url loading

Next click on the 'Presentation & navigation' tab and make sure that 'Automatically load URL when survey complete?' at the bottom of the page is set to 'Yes'. This makes sure the user returns to GemsTracker after completing the survey. The actual URL to return to us set by GemsTracker

automatically.

Set Date stamp field

Click on the 'Notification & data management' tab. Make sure the 'Date stamp' field is set to 'Yes'. GemsTracker needs this field to function.

Token settings

Click on the 'Tokens' tab.

LimeSurvey survey activation

Synchronizing the source in 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
    - Press Edit for the right survey
    - 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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