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 individu al	General Presentation & navigation Public	Edit survey setti	Edit text elements		
survey	Format:	Group by group	B Sarve, permissions _		
answers to respond ents	Show graphs is public statictics?		Reorder question groups		
when	Automatically load URL when survey	Yes 🔹	Email templates		
the survey	Show "There are X questions in this survey"	No 🔻	QA Survey Logic File		
setun	Show group name and/or group	Show both 🔹			
allows	Show question number and/or code	Hide both 👻			
this.	Show "No answer" Off (Forced by the system administrator)				
	Save				

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	cuit survey settings			
automatically.	General Presentation & navigation Publication & access control Notification & data management			
	Send basic admin notification email to: Send detailed admin notification			
	email to: Date stamp? [Yes] ▼			
	Save IP audress? No V			
	Enviro antionen UDLD No.			

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.

Ealt survey settings					
eneral Presentation & navigation Pul	lication & access control	Notification & data management	Tokens		
Anonymized responses? Allow editing answers after completion? Lable token-based response persistence? Allow public registration? Use HTML format for token emails? Set token length to:	No Yes Yes No Yes 15				
	Save	>			

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
 - $\circ\,$ 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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