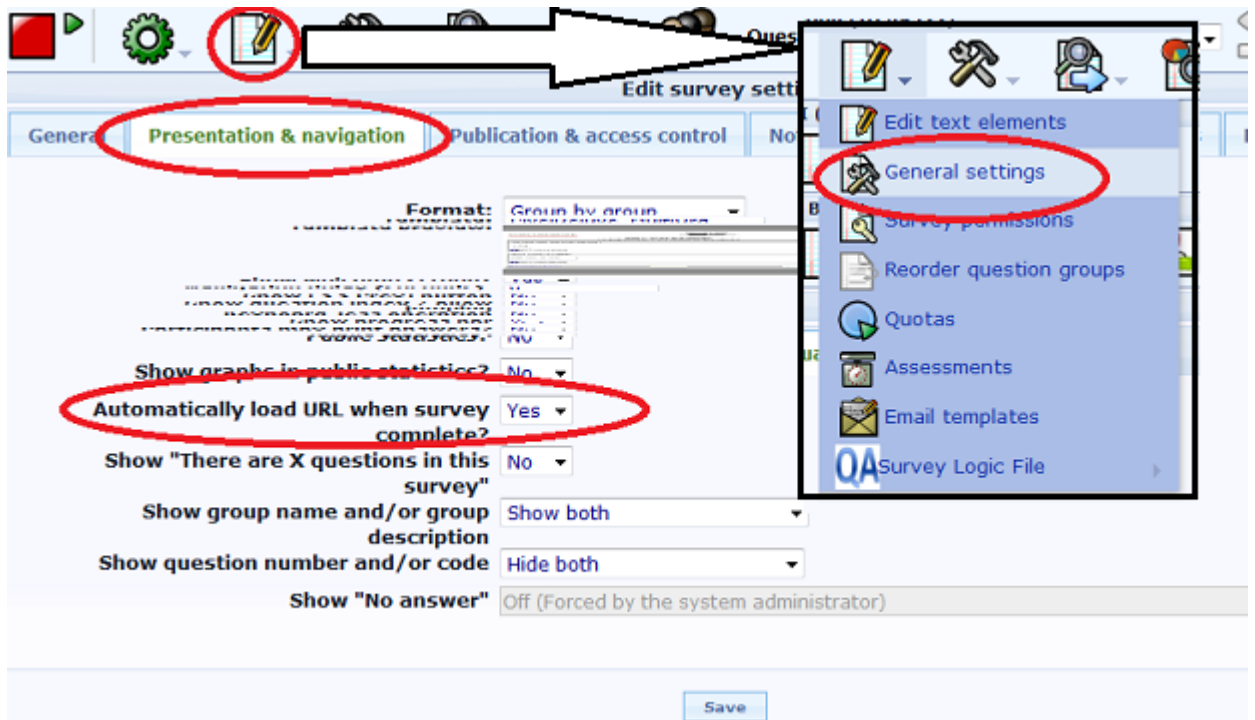# Loading questionnaires into GemsTracker

To use a survey created in a survey source like LimeSurvey, you will first have to prepare the survey in the source system. Certain settings must be set in Lime Survey before GemsTracker can track the survey.

When the survey is ready, you must synchronize the source in GemsTracker. After synchronization you are able to use the survey, though you will have to activate the survey in Gem,sTracker itself first.

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. Set:

- 'Anonymized responses?' to 'No'
- 'Allow editing answers after completion?' to 'Yes'
- 'Enable token-based response persistence?' to 'Yes'

As GemsTracker is a tool to track survey answers about the same person the surveys cannot be anonymous. The other settings are needed e.g. to allow users to reuse question answers from an earlier version of the same survey or to preset the answers depending on who is answering the survey.

Finish by clicking on 'Save'.

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'