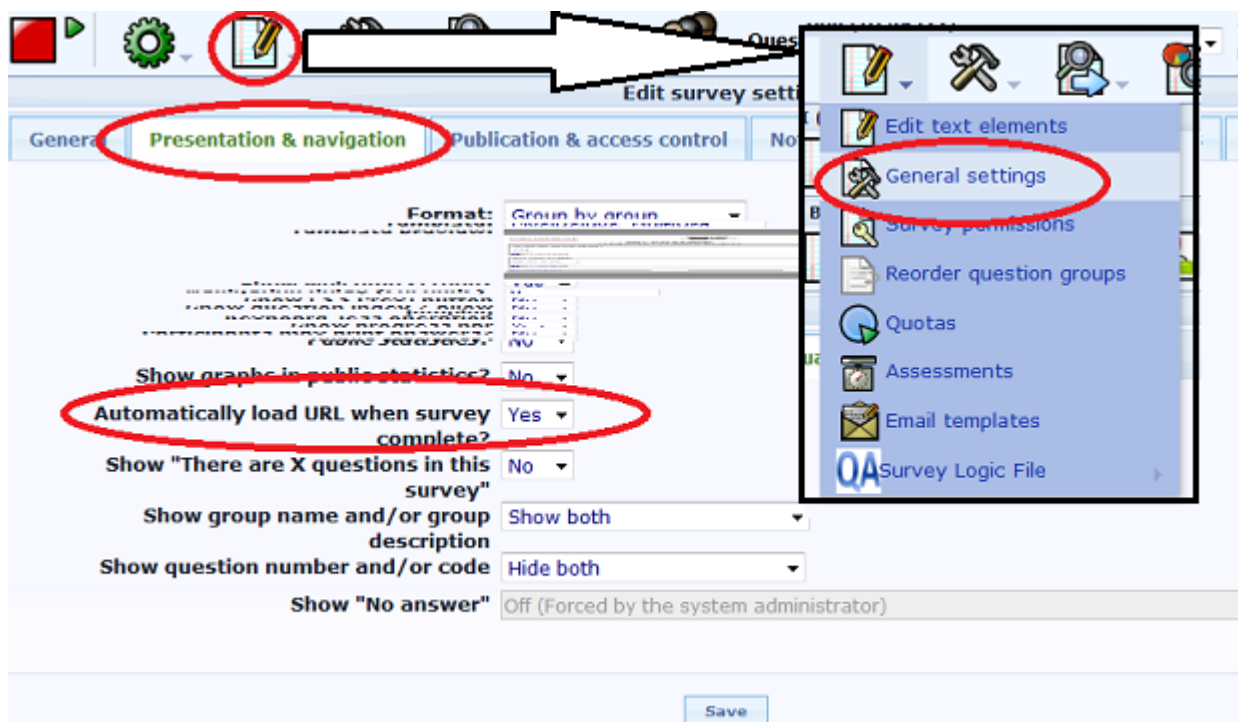


# Loading questionnaires into GemsTracker

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 GemsTracker itself first.



## 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 is set by GemsTracker

automatically.



The screenshot shows the 'Edit survey settings' page with the 'Notification & data management' tab selected. The 'Date stamp?' dropdown menu is set to 'Yes'. Other settings visible include 'Send basic admin notification', 'Send detailed admin notification', 'Save IP address?', and 'Save reference URL?'.

### 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.



The screenshot shows the 'Edit survey settings' page with the 'Tokens' tab selected. The 'Anonymized responses?' dropdown is set to 'No', 'Allow editing answers after completion?' is set to 'Yes', and 'Enable token-based response persistence?' is set to 'Yes'. The 'Save' button is highlighted. Other settings visible include 'Allow public registration?' set to 'No', 'Use HTML format for token emails?' set to 'Yes', and 'Set token length to:' set to 15.

### 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'

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