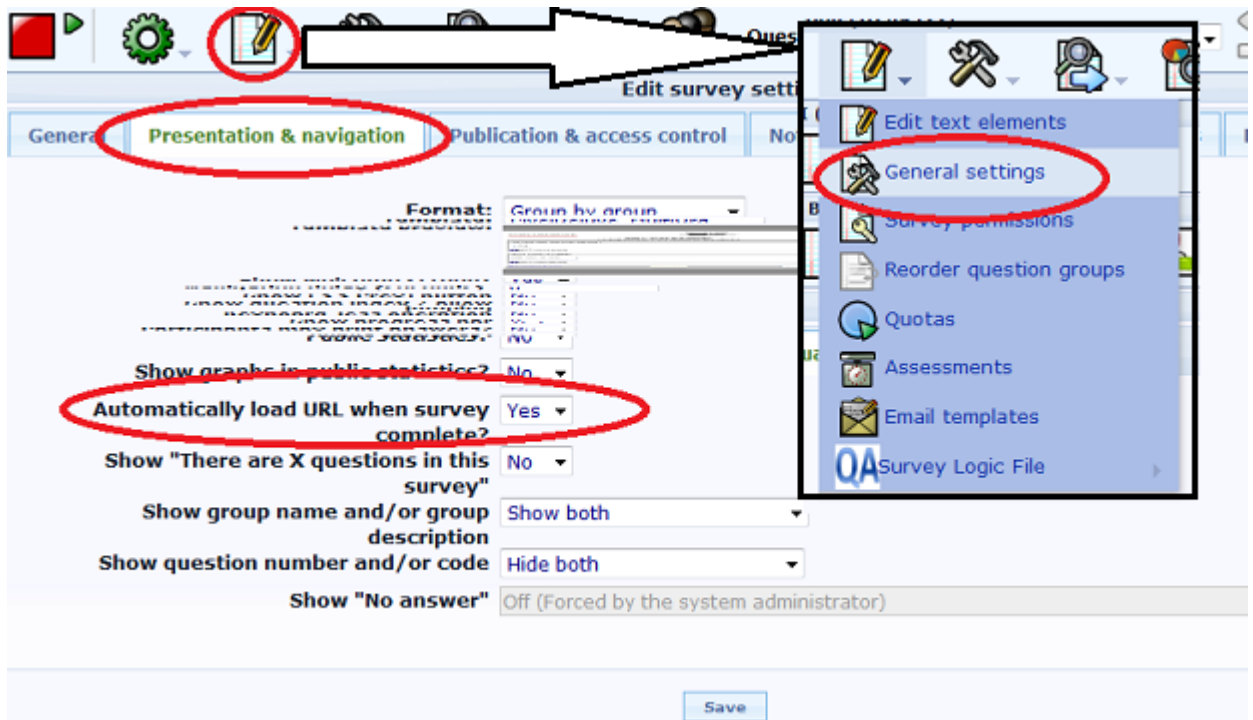# Loading questionnaires into GemsTracker

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 actually track the survey and in LimeSurvey you shopuld activate the survey and create a token table.

When the survey is ready in the source, you must synchronize the source in GemsTracker. After synchronization the survey is ready for activation in GemsTracker itself as GemsTracker needs to know who is supposed to answer the survey.



## 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 the date stamp**

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

GemsTracker needs this field to track when the survey was answered and how much time the user needed to answer the survey.
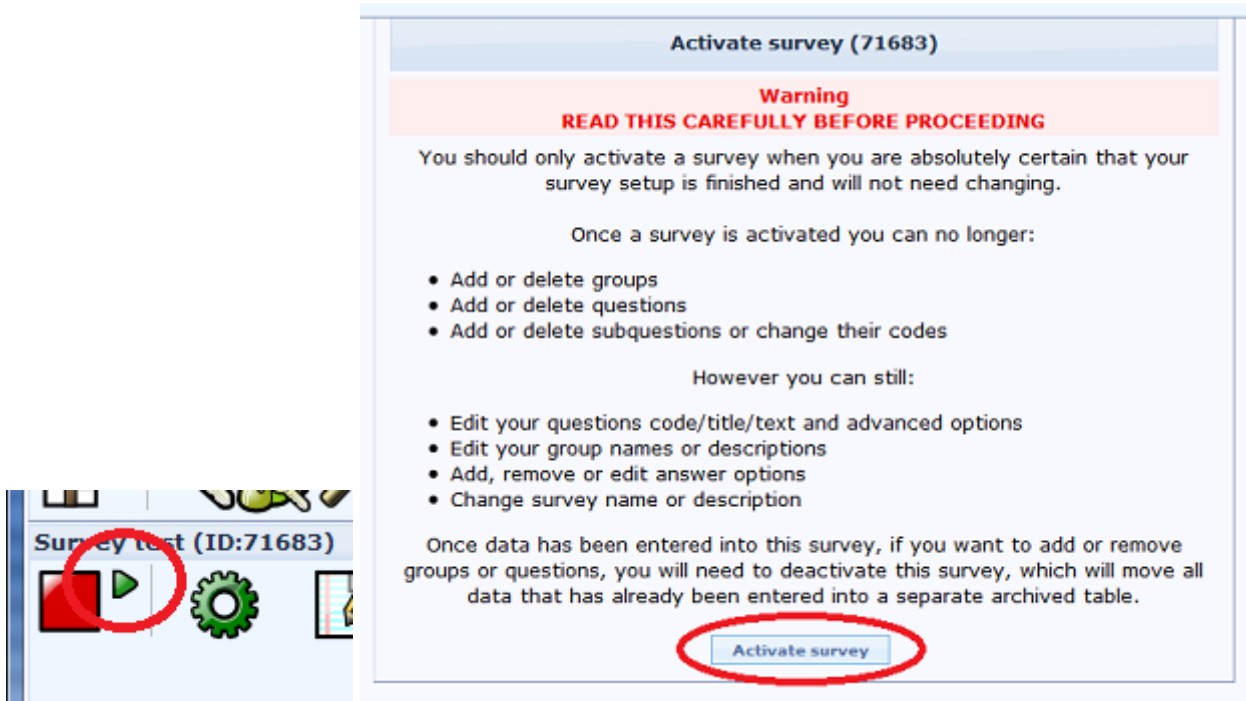


**Token settings**

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



Once a survey is as good as ready to use, you need to activate the survey in LimeSurvey, After activation you can no longer:

- Add questions
- Add question groups
- Change question types
- Add sub questions or change their codes

However, it is still possible to:

- Change question codes / titles / text
- Change group names and description
- Add, remove or edit answer optiuons
- Change survey names or descriptions

# 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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