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.

	Edit survey setti	1. 🕉 . 🙆 . 🕅
Genera Presentation & navigation Publi	cation & access control No	General settings
Format:	Group by group -	B Suivey pointissions
		Quotas
Show graphs in public statistics?	No 👻	Assessments
Automatically load URL when survey complete?	Yes 👻	Email templates
Show "There are X questions in this survey"	No 🔻	QASurvey Logic File
Show group name and/or group description	Show both •	
Show question number and/or code	Hide both 👻	
Show "No answer"	Off (Forced by the system admin	histrator)
	Save	

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.

	East survey se	ettings	
eneral Presentation & navigation Pub	lication & access control	Notification & data management	Tokens
Anonymized responses? Allow editing answers after completion? Evable token-based response persistence? Allow public registration? Use HTML format for token emails? Set token length to:	No Ves Ves Ves Value I5		
	Save	>	

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



need to activate the survey in LimeSurvey. For this you click on the small arrow next to the large red square.

survey is	Activate survey (71683)
as good as ready to use,	Warning READ THIS CAREFULLY BEFORE PROCEEDING
	You should only activate a survey when you are absolutely certain that your survey setup is finished and will not need changing.
you you	Once a survey is activated you can no longer:
click on	 Add or delete groups Add or delete questions
he large	 Add or delete subquestions or change their codes However you can still:
	 Edit your questions code/title/text and advanced options Edit your group names or descriptions Add, remove or edit answer options Change survey name or description
	Once data has been entered into this survey, if you want to add or remove groups or questions, you will need to deactivate this survey, which will move all data that has already been entered into a separate archived table.
	Activate survey

After survey activation you can no longer:

- Add or delete questions (but you can hide them)
- Add or delete question groups (but you can hide them)
- Change question types
- Add sub questions or change their codes

However, it is still possible to:

- Change question codes / titles / text, i.e. the texts shown to the user
- Change group names and description
- Add, remove or edit answer options
- Change survey name or description

When you are ready click on the 'Activate survey' button in the screen telling you the above.

You can deactivate a survey after activation, but then you will loose any existing answers to that survey. A butter solution is to make a copy of the survey and change that copy, using e.g. a version number in the name of the survey to distinguish between the versions.

	Token control test
Activate survey (71683)	A token table has been created for this survey. ("lime_tokens_71683")
Survey has been activated. Results table has been successfully created	Continue
This survey is now active, and responses can be recorded. Open-access mode: No invitation code is needed to complete the survey. You can switch to the closed-access mode by initialising a token table with the button below. <u>Switch to closed-access mode</u> o, thanks.	Next the question is asked to switch to closed-access mode. This is required as GemsTracker has to take control concerning who answers which survey when. Click on 'Switch to closed-access mode'.

Last	
update: 2020/03/1	2 userzone:userdoc:importing_questionnaires_in_gemstracker https://gemstracker.org/wiki/doku.php?id=userzone:userdoc:importing_questionnaires_in_gemstracker&rev=1362424926
12.08	



After clicking on 'Continue' you enter the Token management screen. However there is nothing here to do for you. GemsTracker takes care of filling the token table and any extra token fields needed by GemsTracker to store additional information will be created during the synchronization with GemsTracker.

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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