

Creating a track

Creating a new track

- Go to 'Track builder' in the navigation bar on the left
- Under 'Track builder' go to 'Tracks'
- Go to 'New'
- Enter the name and starting date of the study
- Choose the option 'Previous survey'
- Choose the right organization(s)
- Press '**Add new track**'

Adding rounds

- Go to 'Rounds' in the navigation bar
- Go to 'New'
- Select a survey
- Enter a number at 'order' (use this to order the list of surveys per track)
- Enter a description like '6 months follow up'
- Select one of the modes at 'Date Source' for the activation
 - 'Answers': GemsTracker uses a previous answer to determine when a survey becomes active
 - To use this mode;
 - 'Date source: Answers'
 - 'Round used': select the Round in which the date is asked
 - 'Date used': select the question in which the date is given
 - Enter at 'Add to date', the amount of time units added to the date (for example: 6)
 - Select one of the time units at 'add to date unit' (for example: weeks)
 - 'Token': GemsTracker uses date settings of a token of a different round to determine the activation date of this round (like when that token was answered, activated or deactivated)
 - To use this mode
 - 'Date source': Token
 - 'Round used': Select the round on which you want to base this round
 - 'Date Used': Select the token which you would like to use
 - Enter at 'Add to date', the amount of time units added to the date (for example: 6)
 - Select one of the time units at 'add to date unit' (for example: weeks)
 - 'Track': GemsTracker uses the start or end date of the track to determine when the survey becomes active
 - To use this mode
 - 'Date Source': Track
 - 'Date used': Track start or end
 - Enter at 'Add to date', the amount of time units added to the date (for example: 6)
 - Select one of the time units at 'add to date unit' (for example: weeks)

- Select one of the modes at 'Date Source' for deactivation
 - See the activation for 'Answers', 'Token' and 'Track'
 - 'Does not expire': once activated the round will remain active until manually deactivated or the end of the track is reached
 - To use this mode
 - 'Date source': Does not expire
- Check 'Active'
- Press '**Save**'

Add a round for each survey at every follow up moment

Activating a track

- Go back to 'Tracks' under 'Track builder'
- Press '**Edit**'
- Tick 'Active'
- Press '**Save**'

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