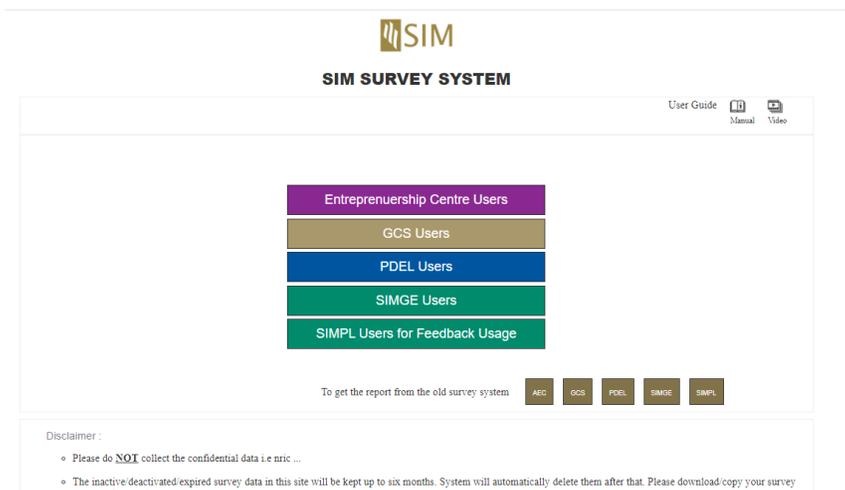


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Lime Survey Info

1. The new survey link is <https://limesurvey.sim.edu.sg>.
2. Choose the relevant department survey from below 5 options



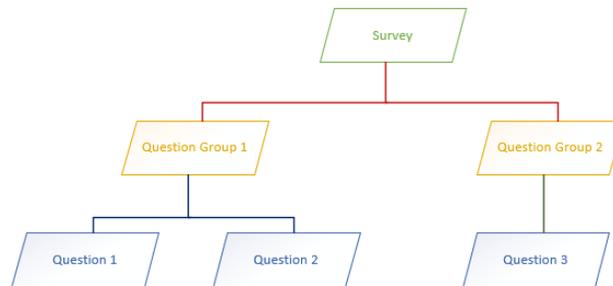
Login

The screenshot shows the LimeSurvey Administration login page. At the top left is the LimeSurvey logo and the text "Administration". Below this is the "Log in" heading. The login form consists of four fields: "Authentication method" (a dropdown menu with "LDAP" selected), "Username" (a text input field with "thihaswe" entered), "Password" (a password input field with "*****" entered), and "Language" (a dropdown menu with "Default" selected). Below the form is a "Log in" button and a "Forgot your password?" link.

1. Choose **LDAP** in Authentication method
2. User Name is your ad/window account
3. Password also is your ad/window password.
4. Click on 'Login'

Survey Structure

- Lime Surveys are organized into three elements: **Surveys**, **Question Groups** and **Questions**. A Survey requires a unique name/time and allows the user to set specific settings for each individual survey. Every Survey must contain at least one Question Group. Question Groups allow users to group common survey Questions together. A Question Group must contain at least one Question. Users add Questions and answer options, when appropriate, to each Question Group contained in the Survey.

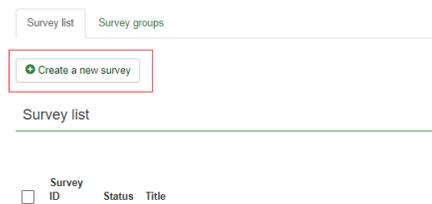


Create New Survey

- To create new Survey, click on **List Surveys** button or **Surveys** button in the top right corner.



- Then, click on 'Create a new Survey' on the top left corner



- In the **Text elements** tab, there are only two **required** fields for creating a survey, **Survey Title** and **Base Language**. (Note: Base Language allows you to have multi-lingual surveys, but does not translate the survey text for you.) The Description field is a brief description of your survey. It is used in the system generated email sent to you and your survey participants, as well as the header across the top of your survey questions in some templates.

Create Import Copy

Text elements General settings Presentation & navigation Publication & access control Notification & data management Participant settings

Survey title:

Base language:
 English

Description:

End URL:

URL description:

Date format:
 dd.mm.yyyy

Decimal mark:
 Dot (.) Comma (,)

Wellcome message:

End message:

1. Type in your survey title here. The title of the survey can be changed later
2. This is the languages used in survey
3. A short description of the survey can be added her
4. This feature is disabled by default. You can enable it to add a question group and question examples to your survey.
5. If users finish filling out the questionnaire, you have the option to redirect them to another page
6. A brief "End URL" description can be added if the user is re-directed to another webpage not related to the survey.
7. This option is important when you want to record timestamps together with the survey participants' answers. You can click it to display a drop-down list of date formats. Choose the date format that your survey respondents will recognize

Wellcome message:

End message:

1. This field will be the opening screen to your survey. You can use it to describe the purpose of your survey, general information being requested, etc.
2. In this field, you can include a thank you message, instructions on how to close the browser window (if you are not using the End URL), etc.

General Setting tab

Create Import Copy

Text elements General settings Presentation & navigation Publication & access control Notification & data management Participant settings

Survey owner: 1

Administrator: 2

Administrator email address: 3

Bounce email address: 4

Fax to:

Group:

Format: Question by question Group by group All in one 5

Template: 6



1. Your name automatically entered by the system
2. Administrator automatically entered by the system.
3. Administrator email Address is automatically entered by the system.
4. Change the Bounce Email address to your email to receive notification on any email that is unable to be delivered.
5. Next to format, you can choose Question by question (displaying one question per page), Group by group (displaying all question in a group per page), or All in one (displaying all questions in one single page).
6. You can chose your desired 'Template' (Note : you can request preferred customized template and ask for permission for the template to IT team.)

• The **Presentation & navigation** tab allows you to adjust how the participant navigates through the survey and templates for the survey.

Text elements General settings Presentation & navigation Publication & access control Notification & data management Participant settings

Navigation delay (seconds):

Show question index / allow jumping: Disabled Incremental Full

Show group name and/or group description:

Show question number and/or code:

Show "No answer":

Show "There are X questions in this survey": On Off

Show welcome screen: On Off

Allow backward navigation: On Off

Show on-screen keyboard: On Off

Show progress bar: On Off

Participants may print answers: On Off

Public statistics: On Off

Show graphs in public statistics: On Off

Automatically load end URL when survey complete: On Off

- The **Publication & access control** tab is where you choose if the survey is listed on the public survey screen (not recommended for most surveys), dates available (for automatic activation and expiration/deactivation), etc.
- If you only want your survey to be available to the **participants** you send the link to, make sure that **List survey publicly** is set to “No.”
- A **CAPTCHA** is a type of challenge-response test used to determine whether the survey is being entered by a person or by a computer programmed to fill out the survey. You may choose to Use CAPTCHA for survey access if the survey will be open to *the public*.

Create Import Copy

Text elements General settings Presentation & navigation **Publication & access control** Notification & data management Participant settings

Start date/time: 

Expiry date/time: 

List survey publicly: Off

Set cookie to prevent repeated participation: Off

Use CAPTCHA for survey access: Off

Use CAPTCHA for registration: Off

Use CAPTCHA for save and load: Off

- Notification & data management allows you to send notification emails and set saved information for each survey.

Create Import Copy

Text elements General settings Presentation & navigation Publication & access control **Notification & data management** Participant settings

Date stamp: Off

Save IP address: Off

Save referrer URL: Off

Save timings: Off

Enable assessment mode: Off

Participant may save and resume later: On

Send basic admin notification email to:

Send detailed admin notification email to:

Google Analytics settings:

In the **Participant settings** tab, Tokens are used to invite specific participants to take your survey. This screen allows you to control how the tokens are used. Tokens are not needed if you plan to send out one general survey link to a group of participants.

The screenshot shows the 'Participant settings' tab in a survey creation interface. At the top, there are three tabs: 'Create', 'Import', and 'Copy'. Below this is a navigation bar with several tabs: 'Text elements', 'General settings', 'Presentation & navigation', 'Publication & access control', 'Notification & data management', and 'Participant settings'. The 'Participant settings' tab is active. The main content area contains several settings:

- Set token length to:** A text input field containing the number '15'.
- Anonymized responses:** A toggle switch set to 'Off'.
- Enable token-based response persistence:** A toggle switch set to 'Off'.
- Allow multiple responses or update responses with one token:** A toggle switch set to 'Off'.
- Allow public registration:** A toggle switch set to 'Off'.
- Use HTML format for token emails:** A toggle switch set to 'On'.
- Send confirmation emails:** A toggle switch set to 'On'.

Actually, after completing the required fields for **Text Elements**, you can 'Save' in the upper-right corner of the window. You will be redirected to the home page of your newly created survey. From the home page of the new survey, you will be able to add question groups and questions.

- The **Import** tab, located at the top of the Create, import, or copy survey screen, allows you to bring in past survey information in *.Iss, *.Isa and *.txt formats. You can use Import to bring in an exported expired survey.

The screenshot shows the 'Create, import, or copy survey' screen. At the top, there are three tabs: 'Create', 'Import', and 'Copy'. The 'Import' tab is highlighted with a red box. Below the tabs, the screen displays the following options:

- Select survey structure file (*.Iss, *.txt) or survey archive (*.Isa) (maximum file size: 40.00 MB)**: A 'Choose File' button with the text 'No file chosen' next to it.
- Convert resource links and expression fields?**: A toggle switch set to 'On'.
- Import survey**: A large green button.

- The **Copy** tab, located at the top of the Create, import, or copy survey screen, allows you to copy a previous survey that is already in LimeSurvey for reuse. This is one method of recovering an expired survey, without exporting the survey first.

Create Import **Copy**

Select survey to copy:
 Please choose...

Required

New survey title:
 Required

New survey id:
 Optional

Convert resource links and expression fields?
 On

Exclude quotas?
 Off

Exclude survey permissions?
 Off

Exclude answers?
 Off

Reset conditions/relevance?
 Off

Reset start/end date/time?
 Off

Reset response start ID?
 Off

Copy survey

- If you need to return to these **settings**, you can find them under **Settings** in the left navigation bar (except for **Import** and **Copy**).

Thiha Swe Testing (151424)

Settings Structure

Survey settings

- Overview
- General settings
- Text elements
- Data policy settings
- Theme options
- Presentation
- Participant settings
- Notifications & data
- Publication & access

Survey menu

- List questions
- List question groups

Activate this survey Preview survey Tools Display/Export Survey participants Responses

Survey summary : Thiha Swe Testing (ID 151424)

Survey URL:
 English (Base language): [https://limesurvey.sim.edu.sg/limesurvey-
uat/index.php/151424?lang=en](https://limesurvey.sim.edu.sg/limesurvey-uat/index.php/151424?lang=en)
 End URL: -
 Number of questions/groups: 0/0

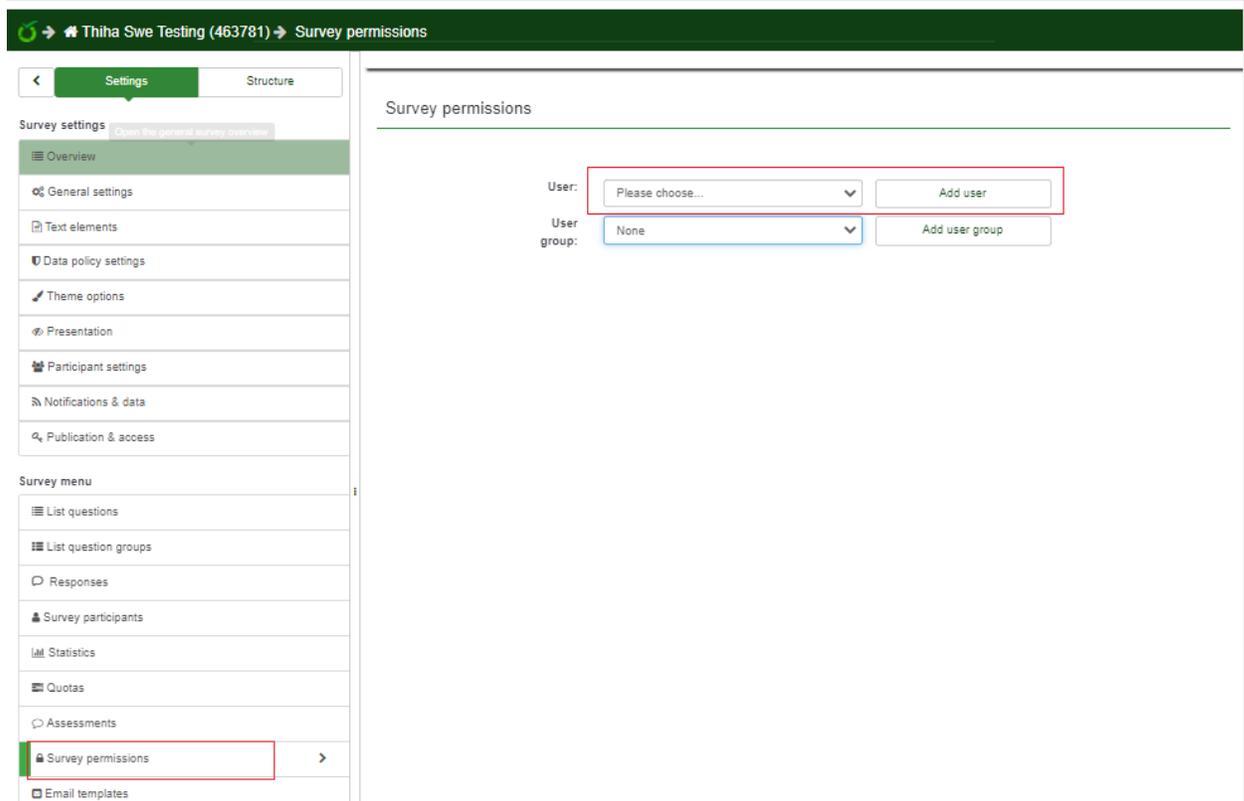
Survey general settings:
 Owner: Thiha Swe (thihaswe@sim.edu.sg)
 Administrator: Thiha Swe (thihaswe@sim.edu.sg)
 Fax to:
 Theme:

Text elements:
 Description:
 Welcome:
 End message:

Publication and access settings:
 Start date/time: -
 Expiration date/time: -
 Listed publicly: No

Adding Other Users to Your Survey

- Click the survey you want to from the list
- To add a collaborator to your survey, go to **Survey permissions** in the left navigation menu. You do not need to do this for your survey participants, only collaborators.
- Use the dropdown menu to choose a user in the system and then click the **Add user** button.
- Please note: If you are unable to find a user, please instruct the user to log into LimeSurvey to automatically create an account.



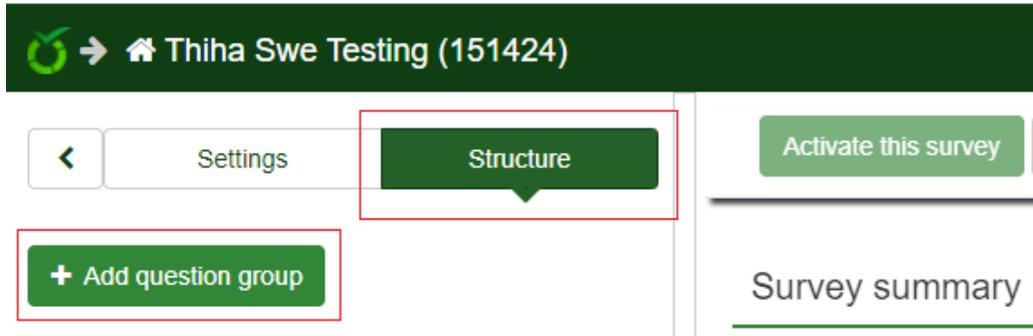
- Once added, you will need to **Set survey permissions** for that user by clicking the button.
- Choose whatever permissions are appropriate

	Permission	<<
Permission to create/view/update/delete assessments rules for a survey	Assessments	✓
Permission to view & update the translations using the quick-translation feature	Quick translation	✓
Permission to create/view/update/delete quota rules for a survey	Quotas	✓
Permission to create(data entry)/view/update/delete/import/export responses	Responses	✓
Permission to view statistics	Statistics	✓
Permission to activate/deactivate a survey	Survey activation	✓
Permission to create/view/update/delete/import/export the questions, groups, answers & conditions of a survey	Survey content	✓
Permission to delete a survey	Survey deletion	✓
Permission to modify survey security settings	Survey security	✓
Permission to view/update the survey settings including survey participants table creation	Survey settings	✓
Permission to view/update the survey text elements, e.g. survey title, survey description, welcome and end message	Survey text elements	✓
Permission to create/update/delete/import/export token entries	Tokens	✓

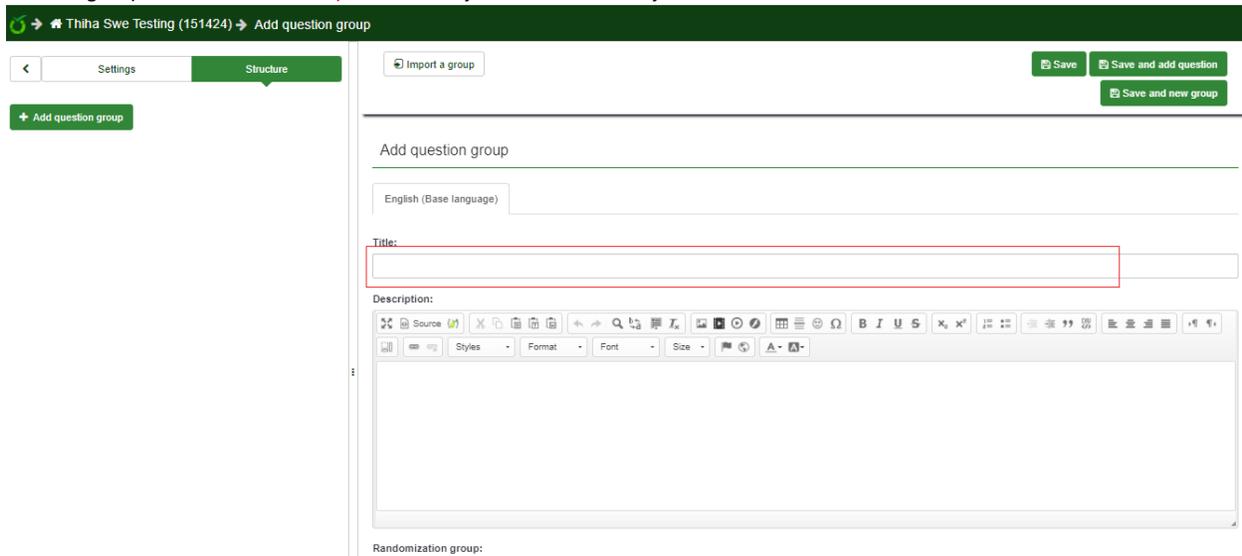
Question Groups

Every survey must contain at least one **Question Group**. To add a new question group, click on the **Structure** tab and **Add question group** button.

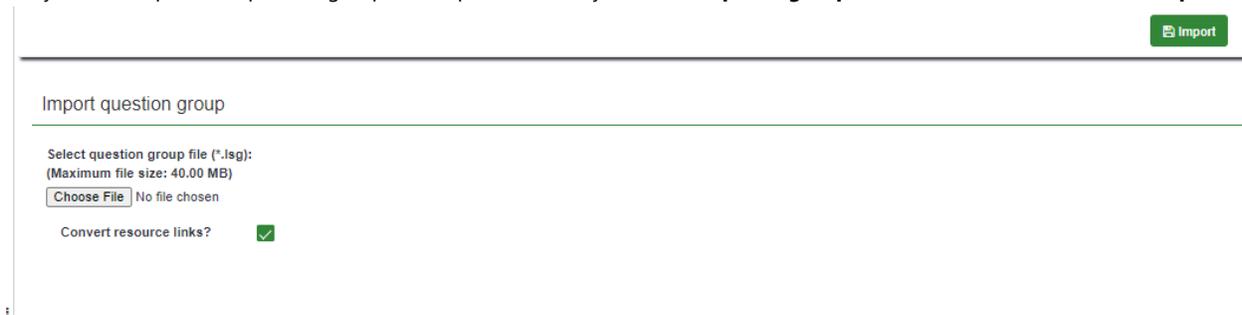
SIMPLSurvey



For new groups, enter the **Title (required)** and any other information you would like to add. Then, click on the **Save** button.



- If you have exported a question group from a previous survey, click the **Import a group** button, locate the file, and click **Import**.



Question Types

- To add a new question to your **Question group**, click the **Add question** button

Settings Structure

Preview survey Preview question group Edit current question group

+ Add question group + Add question

Question Group 1

Group summary

Title:	Question Group 1 (3)
Description:	

Group quick actions

Add new question to group

+ Add new question to group

- Enter the **Code** for the question. This can be a number, combination of characters and number, or text. Next, enter the **Question** text.
- Enter any **Help** text that you would like to include for the question. The **Help Text** is visible to survey participants.

Code:

Question code may not be empty. Required

Question:

Help:

Question type: Long free text

Question theme: Default

Preview:

Question group: Question Group 1 (ID:3)

Mandatory: Off

Relevance equation: { 1 }

Validation:

Display

Input

Logic

Other

Statistics

Timer

- Choose the **Question Type** from the menu.
- If needed, you can change the **Question Group** in the next menu.
- For **Mandatory**, choose whether the question requires an answer to proceed.
- **Relevance Equation** and **Validation** can be left as entered by the system (the system will update them later if you add conditions to your question).
- The **Position** dropdown menu will allow you to add the question to the beginning or the end. This option is only visible during the new question entry. You can reorder questions and groups after they have been entered.

General options

Question type: Long free text

Question theme: Default

Preview:

Long Free Text

Question group: Question Group 1 (ID:3)

Mandatory: Off

Relevance equation:

{ 1 }

Validation:

- Select the question type. An example of that question type will be displayed.

- Single choice questions
- 5 point choice
- List (dropdown)
- List (radio) >
- List with comment
- Arrays
- Mask questions
- Text questions
- Multiple choice questions

Preview question type

List (radio)

List (Radio)

! Choose one of the following answers

- Burgers
- Pizza
- Pasta
- Other:
- No answer

- When done, click the **Select** button and **Save**.
- For questions that require choice options, like multiple choice or a dropdown list, you will add answer choices by clicking the **Edit answer options** button

⚙️ Preview survey

⚙️ Preview question group

⚙️ Preview question

✎ Edit

🔍 Check logic

🗑️ Delete

📄 Export

📄 Copy

⚙️ Set conditions

📄 Edit answer options

📄 Edit default answers

Question summary q001 (ID: 5)

Question group: Question Group 1 (ID:3)
Code: q001 : (Optional question)
Question: What is your favorite drink?
Help:
Type: List (radio)
 Warning You need to add answer options to this question

Mandatory: No
Relevance equation: 1

Question quick actions

- Enter the **Subquestion/Answer** text, and then click the plus sign to add more. If you want to remove an unintended answer, click the trash can to delete it. Click the **Save** button when done.

⚙️ Preview survey
⚙️ Preview
⚙️ Preview question group

💾 Save
☑️ Save and close

✖️ Close

Edit answer options q001 (ID: 5)

English (Base language)

Position	Code	Answer options	Actions
☰	A1	Water	✎️ + 🗑️
☰	A2	Coffee	✎️ + 🗑️
☰	A3	Tea	✎️ + 🗑️
☰	A4	Juice	✎️ + 🗑️

- You can add logic by clicking the **Set conditions** button.
- Please note: Question branching needs to be added to the question that will only be visible by some survey takers.

⚙️ Preview survey
⚙️ Preview question group
⚙️ Preview question
✎️ Edit
👤 Check logic
🗑️ Delete
📄 Export

📄 Copy
⚡ Set conditions
🗑️ Edit answer options
🗑️ Edit default answers

Question summary q001 (ID: 5)

Question group: Question Group 1 (ID:3)
Code: q001 : (Optional question)
Question: What is your favorite drink?
Help:
Type: List (radio)
Mandatory: No
Relevance equation: 1

Question quick actions

- All earlier questions will be displayed. Select an earlier question and answer(s) that should allow the survey taker to see the current question. Then click **Add condition**.

Add condition

Scenario

Default scenario + Add scenario

Comparison operator

equals ▼

Question

Previous questions Survey participant attributes

Answer

Predefined Constant Questions Token fields

RegExp

Clear

Add condition

- You can quickly view the survey by clicking on the **Preview survey** button.

Settings
Structure

+ Add question group
+ Add question

☰ Question Group 1 1 ▲

☰ [q001] › What is your favorite ...

Activate this survey
⚙️ Preview survey
🔧 Tools ▼
📄 Display/Export
👤 Survey participants

Survey summary : Thiha Swe Testing (ID 151424)

Survey URL:	
English (Base language):	https://limesurvey.sim.edu.sg/limesurvey-uat/index.php/151424?lang=en
End URL:	-
Number of questions/groups:	1/1

Text elements:
Description:
Welcome:
End message:

- You can arrange your Question Group or Question by drag and drop with your mouse to desired position.

☰ Question Group 1 2 ▲

☰ [q001] › What is your favorite dri...

☰ [q000] › The drink benefits to yo...

Quotas

- You may choose to terminate a survey if the survey does not meet the criteria for the survey. This feature is often used for Informed Consent.
- First, create the question that could restrict access to the survey.

The screenshot displays a survey editor interface. On the left, a text editor is active with the question text "Do you consent to participate in this survey?". The editor includes a rich text toolbar with options for bold, italic, underline, strikethrough, text color, background color, bulleted and numbered lists, indentation, link, unlink, and source code. The question code is "qc00" and is marked as "Required".

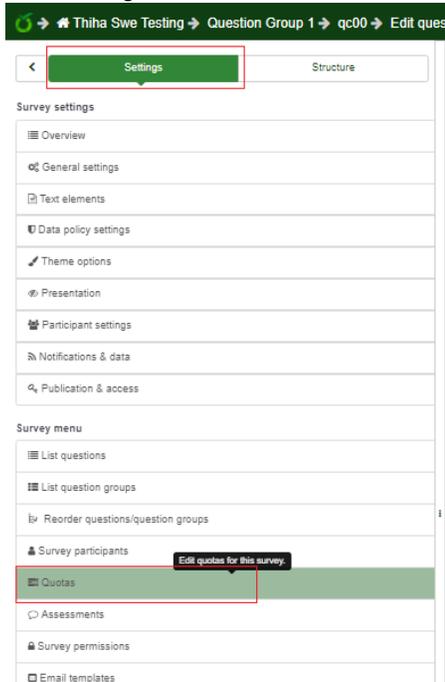
On the right, the "General options" panel is visible, containing the following settings:

- Question type:** Long free text
- Question theme:** Default
- Preview:** A preview of the question text in a text box.
- Question group:** Question Group 1 (ID:3)
- Mandatory:** Off
- Relevance equation:** { 1 }

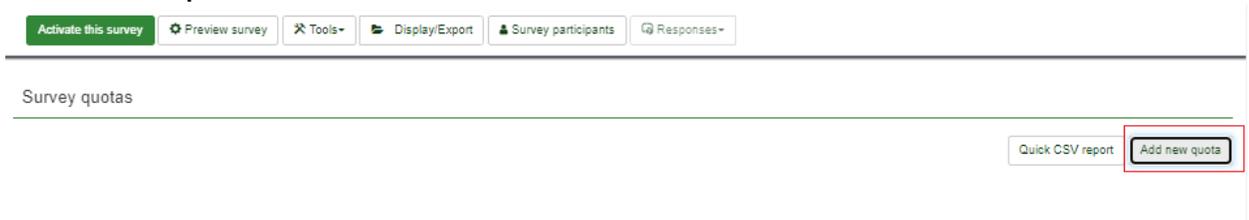
- Move the question to be the first one in your survey

The screenshot shows the "Structure" tab of the survey editor. It features a list of question groups under "Question Group 1". The first question in the list, "[qc00] > Do you consent to pa...", is highlighted with a red box, indicating it is the selected question to be moved to the top of the survey.

- Under Settings select Quotas.



- Click on **Add new quota**.



- Enter a **Quota name** and set the **Quota limit** (0 to not allow any). Check to make sure that the **Quota action** is set to **“Terminate survey.”** Enter a message that the participant will see in the **Quota message**. You may also enter a link of the person to visit in the **URL** field and **URL description** to be linked. When done, click the **Save** button.

New quota

Quota name *

Limit *

Quota action *
 Terminate survey

Active Autoload URL

English (Base language)

Quota message: *

URL:

URL Description:

- After save the New quota, new screen will continue. Next, click the **Add answer** button

Quota members	Completed	Limit	Action
<input type="checkbox"/> Informed Consent <div style="float: right;"> ● Terminate survey </div>		0	<input type="button" value="Add answer"/>
<p>Question Answer</p> <p><small>No answers have been set for this quota.</small></p>			

- Choose the question in the **Select question** list and click the **Next** button.

Survey quota: Add answer

New answer for quota 'Informed Consent'

Select question:

q000: Do you consent to participate in this su

q001: What is your favorite drink?

q002: The drink benefits to your health?

Next

- Choose the answer from the **Select Answer List** and click the **Next** button. The survey will only terminate if this answer is selected.

New answer for quota 'Informed Consent'

Select answer:

Yes

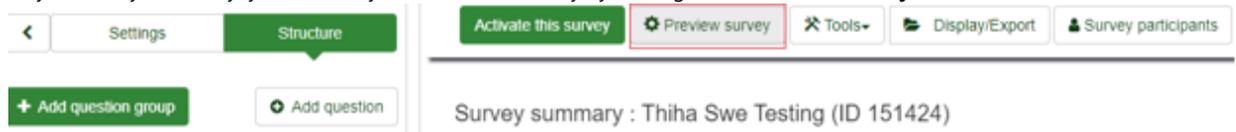
No

Save this, then create another:

Next

Publishing your Survey

- When you are ready to launch your survey, you may perform the following steps. It is recommended that you do this if, and ONLY IF, you are ready to launch your survey. While you can practice activating/deactivating your survey during the testing phase, once your survey is truly active, you will not be able to edit the survey. If you need to change a question while the survey is active, you will have to deactivate or expire the survey. Deactivation will delete results already collected and expiring the survey will require you to create a new survey and reimport the questions. Make sure your survey is ready to go, to avoid these issues!
- As you build your survey, you can easily test the entire survey by clicking on the **Preview Survey** button.



- When you are satisfied with your survey and ready to publish, click the **Activate** this survey button on the survey toolbar.

- You will have one last chance to change how your survey is presented. Review the settings on this page and click the **Save and activate survey** button if you are ready to launch your survey.

Warning: Please 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.

Once a survey is activated you can no longer:

- Add or delete groups
- Add or delete questions
- Add or delete subquestions or change their codes

Additionally the following settings cannot be changed when the survey is active.

Please check these settings now:

Anonymized responses?	<input type="text" value="No"/>	Date stamp?	<input type="text" value="No"/>
Save IP address?	<input type="text" value="No"/>	Save referrer URL?	<input type="text" value="No"/>
Save timings?	<input type="text" value="No"/>		

Please note that once responses have collected with this survey and you want to add or remove groups/questions or change one of the settings above, you will need to deactivate this survey, which will move all data that has already been entered into a separate archived table.

- If you have selected an open survey, LimeSurvey will ask you if you would like to change to ClosedAccess Mode and use Tokens instead. If you do not wish to use tokens, click **No, thanks**.

Activate survey (151424)

Survey has been activated. Results table has been successfully created.

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 survey participants table by using the button below.

- Click to **Continue**

- Your survey is now live! You will see the link to your survey on this screen, along with a summary of your survey information

Stop this survey Execute survey Tools Display/Export Survey participants Responses

Survey summary : Thiha Swe Testing (ID 151424)

Survey URL: English (Base language): https://limesurvey.sim.edu.sg/limesurvey-wat/index.php/151424?lang=en End URL: - Number of questions/groups: 3/1		Text elements: Description: Welcome: End message:
Survey general settings: Owner: Thiha Swe (thihaswe@sim.edu.sg) Administrator: Thiha Swe (thihaswe@sim.edu.sg) Fax to: Theme: gim2_simge_logo_template (gim2_simge_logo_template)		Publication and access settings: Start date/time: - Expiration date/time: - Listed publicly: No

Survey settings: Responses to this survey are NOT anonymized.
 It is presented group by group.
 Participants can save partially finished surveys

You can manage the survey like 'Delete Survey', 'Quick Translation', 'Reset Conditions' and 'Survey Login File'

Stop this survey Execute survey Tools Display/Export Survey participants Responses

Survey summary : Thiha Swe Tes

- Delete survey
- Quick-translation
- Reset conditions
- Survey logic file

- You can export the survey template from 'Display/Export'

Stop this survey Execute survey Tools Display/Export Survey participants Responses

Chose the design format and click 'Export'

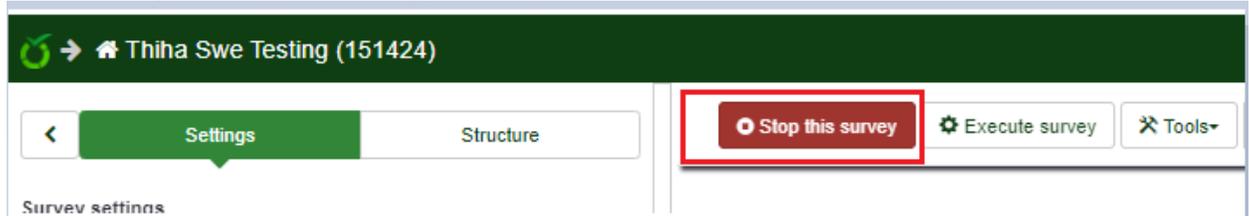
Display/Export

Survey structure (.Iss)	Export type Display/Export
Survey archive (.Isa)	
queXML format (*.xml)	
queXML PDF export	
Tab-separated-values format (*.txt)	
Printable survey (*.html)	
Printable survey	

Close Export

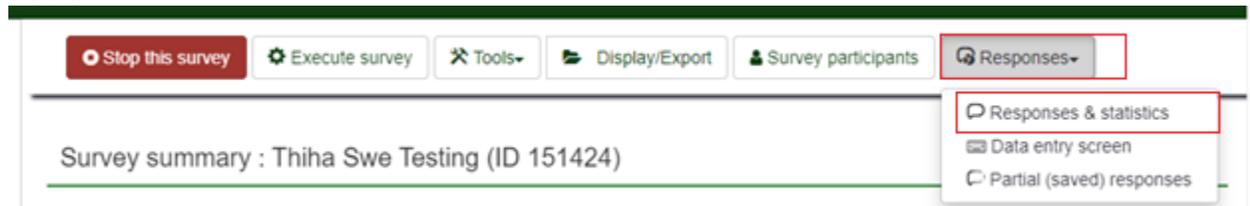
Expiring or Deactivating Your Survey

- There are two options for deactivating your survey. Deactivate will delete ALL results recorded in the survey. Be sure to export your data before clicking this option! Expire the survey will make sure that participants cannot enter any more data, and allow you to review and export your data on the server. But, if you need to re-run your expired survey, you will need to export the survey and import it into a new survey or use the Copy tab when you create a new survey.
- Click on the **Stop this survey** button to stop your survey

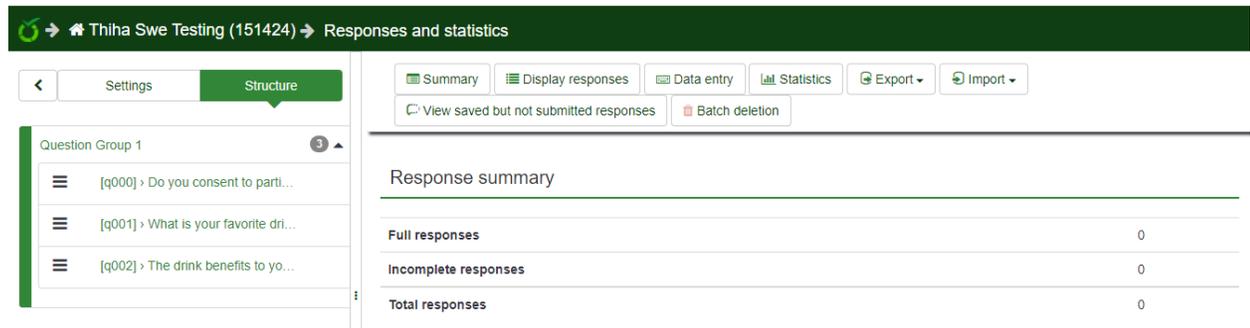


Accessing Survey Results

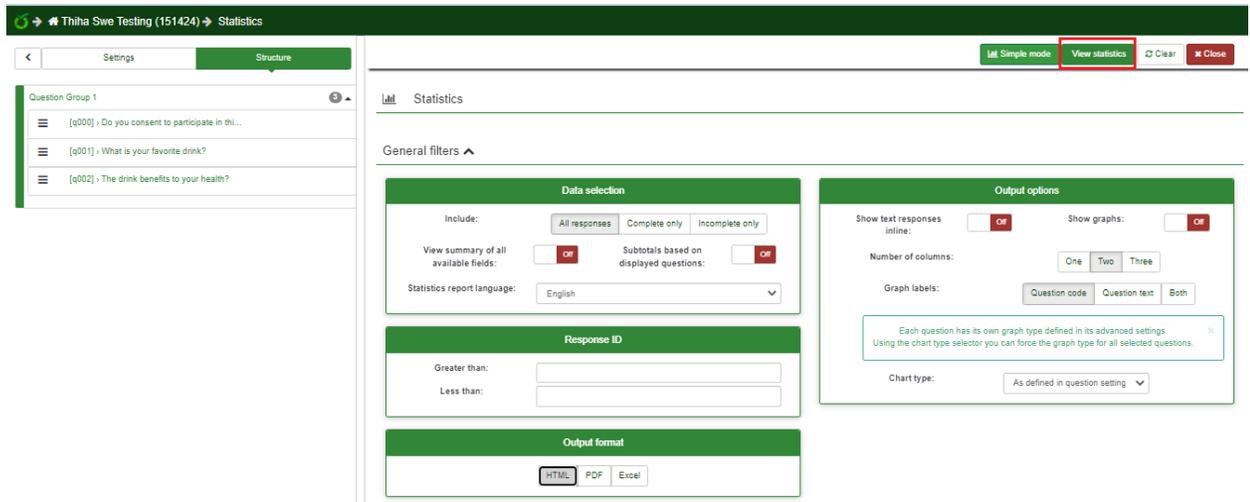
Responses data can be view and download/export . On the survey toolbar, click on **Responses** and **Responses & statistics**



- To view survey statistics, click on the **Statistics** button.

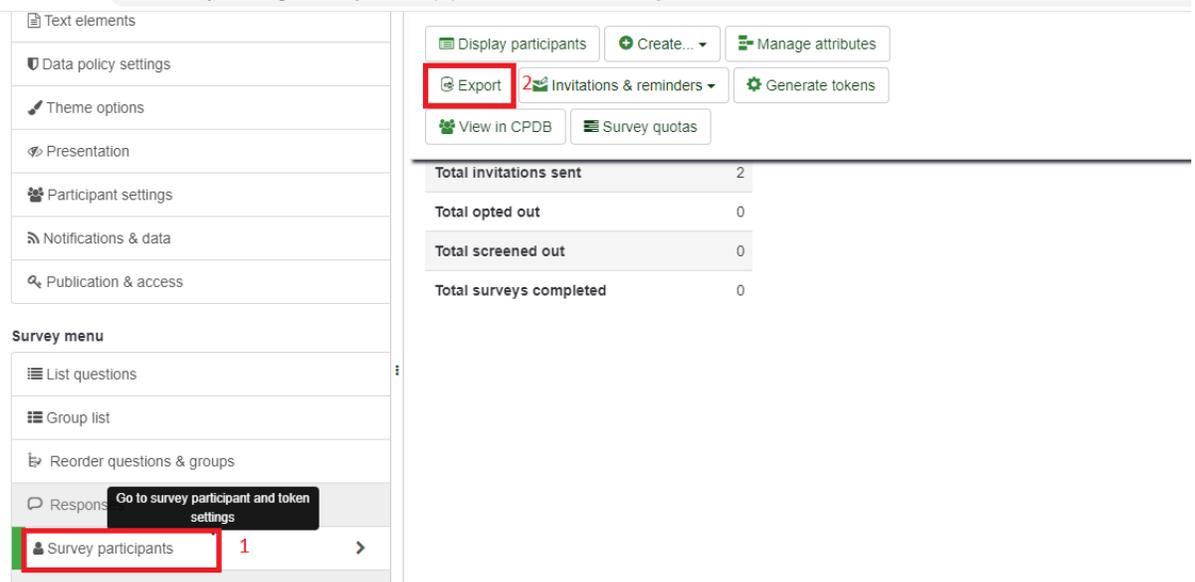


- Select all questions and click the **View statistics** button.

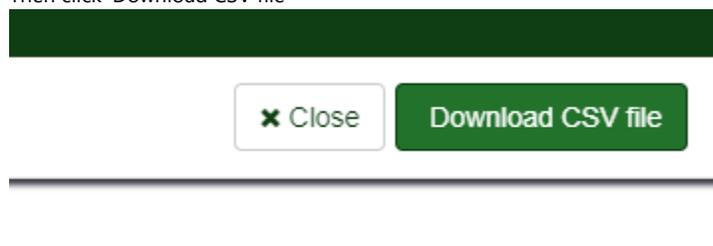


Survey with Tokens

- Select 'Survey participants' and to import participant list click 'Export' to download CSV format



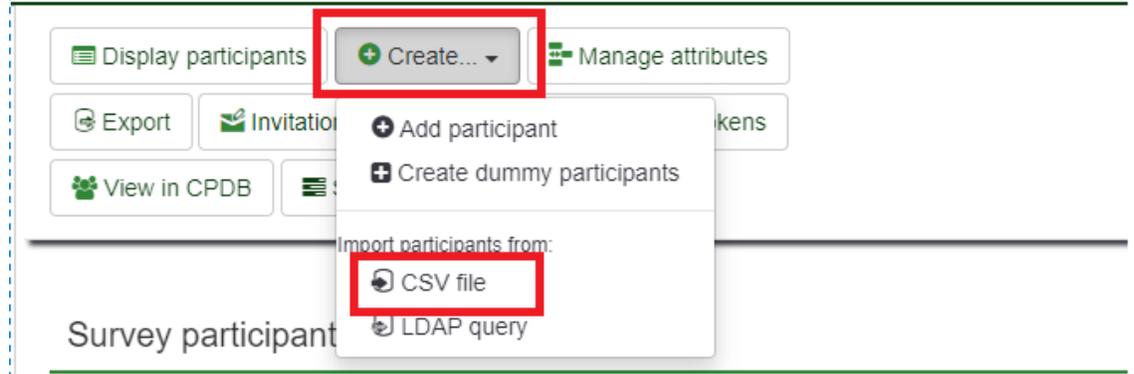
- Then click 'Download CSV file'



- Then fill up firstname,lastname and email as below.

A	B	C	D	E	F	G	H	I	J	K
tid	firstname	lastname	email	emailstatus	token	language	validfrom	validuntil	invited	reminded
	Thiha	Swe	thihaswe@sim.edu.sg							
	Kamala	Murthy	kamala@sim.edu.sg							
	Cassandra	CJ	bibalcassandra@sim.edu.sg							

- To import the pax data , click 'Create' and select 'CSV file'



- Click 'Choose file' , select 'Comma' and then click 'Upload'

Import survey participants from CSV file

Choose the CSV file to upload:

PaxLists.csv

Character set of the file:

(Automatic)

Separator used:

Automatic Semicolon

Duplicates are determined by:

First name - firstname
 Last name - lastname
 Email address - email
 Email status - emailstatus
 Language code - language

Uploaded CSV file successfully
 Successfully created participant entries
 3 records in CSV
 3 records met minimum requirements
 2 records imported
Warnings
 1 duplicate records removed [List]

Generate Token and Send Invitation

- Click **'Survey Participants'** in left menu, and then click on 'Generate tokens'
-



- Click 'Yes'

Create access codes

Clicking 'Yes' will generate access codes for all those in this participant list that have not been issued one. Continue?



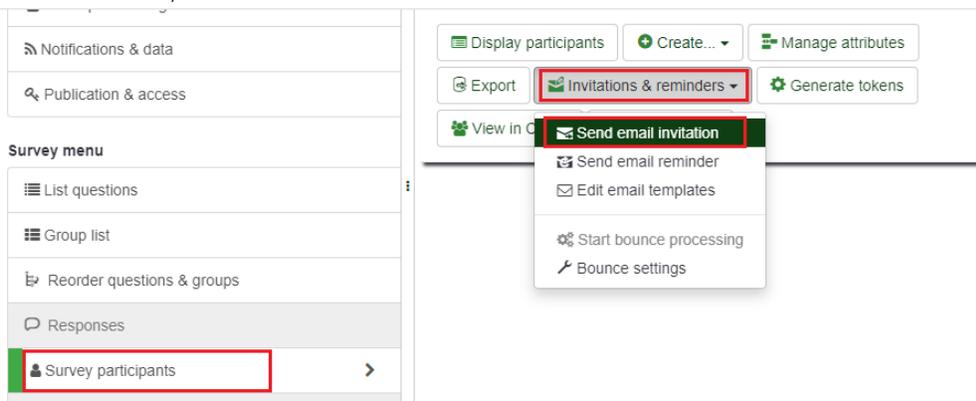
-

Create access codes

2 access codes have been created.



- To send invitation, click **'Invitation & reminders'** and then choose **'Send email invitation'**



Before you send, you can format email template in here first as well.

