

Limesurvey Help

Access

List of surveys: <http://surveys.med.usyd.edu.au/>

Login: <http://surveys.med.usyd.edu.au/limesurvey/admin/admin.php>

Further explanations: <http://docs.limesurvey.org/tiki-index.php>

The most important icons you should know at this stage is



Home (closes current survey and view the administration tab)



List surveys (shows you the overall information such as status and responses)



Execute survey (preview of the entire survey)

How to add a Survey



Click  to **Create a New Survey**. This leads you to complete the basic details of your survey. You must have a **Title** to first set up the survey.

Edit Survey Details

Administrator Name and **Email** should be filled so queries can be directed to you.

The **Description** of your survey is shown at every page.

The **Welcome Message** is only shown at the beginning of the survey.

The **Date Stamp** allows you to keep a record of the date and time of the participants' responses.

How to add Groups

Before you can add a question to the survey, you must create a **Group**.



Click  to **Add a New Group**. If it is a short survey, the name does not necessarily matter. However, if you have a long survey and there are sections, having groups will organize the questions displayed. For example, in edit survey, there is an option to show the survey "**Group by Group**". You can also set it to "**Question by Question**" (one question per page) or "**All in One**". Groups also have a description which can be a simple explanation of the group.



You can click  to **Edit** the title and description. To **Reorder** the group click on .

How to add Questions



Click on  to **Add a New Question** to your survey. You can have as many questions as you like.

Each question must have a **Question Code** (up to 5 characters) for quick identification of the question.

The **Question** field is the actual questions being asked and there is an unlimited amount of characters.

The optional **Help** fields allow you to expand any explanation to answer the question.

The **Question Type** determines the response type; it is a field with a selectable list that contains pre-defined questions.

The main types you might use are:

List Radio: Choose only one answer.

Multiple Options: Able to check any that applies.

Short Free Text/ Long Free Text: Allows free text.

Array: List of possible answers/ options.

If you want some simple text display in between that does not need response to use a **Boilerplate Question**.

For the entire list and explanation visit: <http://www.limesurvey.org/content/view/16/31/lang,en/>

The **Label Set** shows the labels for the question. For example "Yes, No and Don't Know".

To add your own flexible labels (For example to have "Yes, Maybe, No and Don't Know" go to the

first tab section and click on  **Edit/Add Label sets**.

Other provides an extra text field for the participant to fill in.

If you set the question to **Mandatory**, the participant cannot continue the survey until he or she answers the question.

Once you are complete you can  **Preview** the question and make further changes with  to **Edit**.

If you have a similar question created you can just  **Copy** the question.

You can also set  **Conditions** to the question which lets you set conditions on whether your question will display or not. So the question will not display unless that specific condition is met.

How to Activate/Deactivate

To activate the survey, you make it live to the public. Click on  to **Activate**. When you activate, you can't make any further changes to the group or questions.

To **Deactivate**, click on   . If you have responses, you must  **Export** the responses or all the data will be lost.

Click on  to **Browse** the survey.