



Federaal Kenniscentrum voor de Gezondheidszorg  
Centre Fédéral d'Expertise des Soins de Santé  
Belgian Health Care Knowledge Centre

# Limesurvey V3.15 manual

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# 1. INTRODUCTION

LimeSurvey (<http://www.limesurvey.org/>) is an open source web-based software to create online surveys. Here is an example:

**Example survey for EUnetHTA manual**  
This describes the survey here. This will be shown in the list of publicly available surveys.  
0%  100%

**First question group**  
Describe the group here.

**Patients with early glottic cancer may be treated either by external beam radiotherapy or conservation surgery.**  
Choose one of the following answers

Yes  
 Maybe  
 No  
 No answer

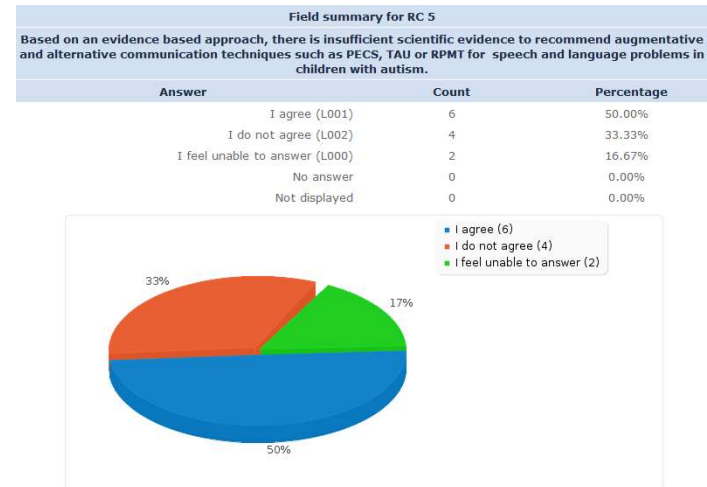
**\*Please select your choice(s)**  
Check any that apply

Monday 10:00  
 Monday 14:00  
 Tuesday 12:00  
 Friday 18:00

**Please rank your preferences**  
Double-click or drag-and-drop items in the left list to move them to the right - your highest ranking item should be on the top right, moving through to your lowest ranking item.

Your choices	Your ranking
Monday morning	Friday end of afternoon
	Monday afternoon

LimeSurvey also has basic tools to analyse the responses:



For advanced data analysis, it is better to export the results to a specific software like R, SPSS, SAS or a spreadsheet software (e.g. LibreOffice or MS Excel).

This manual explains the basics to create and manage a survey. The official online documentation is available at <http://manual.limesurvey.org/>.

## 2. LIMESURVEY BASICS

### 2.1. Login

As a LimeSurvey user, you need as login and a password to access the interface. Any browser should fit, but as some users had problems while pasting some text from MS Word, we recommend using Firefox.

Go to <https://survey.kce.be/admin> (for KCE) you should get the following screen:

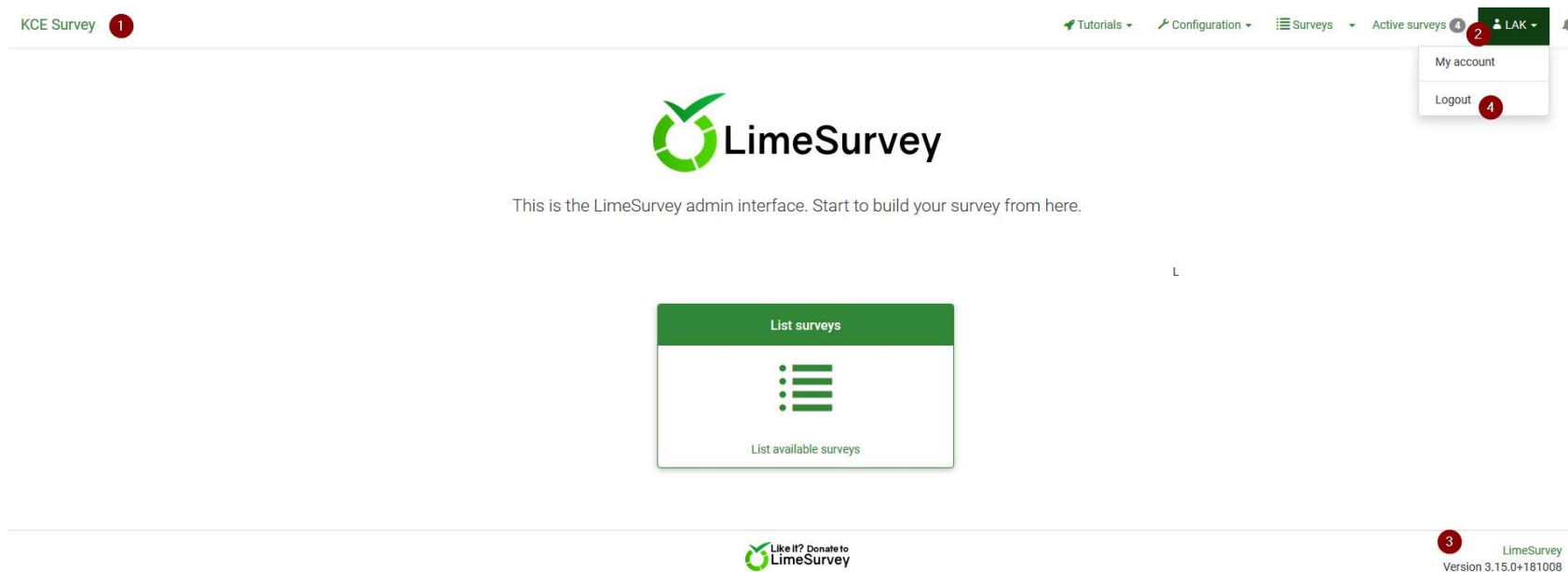
The screenshot shows the LimeSurvey Administration login interface. At the top left is the LimeSurvey logo with the word 'Administration' underneath. Below the logo is the heading 'Log in'. The form contains three input fields: 'Username' with the value 'LAK', 'Password' with masked characters, and 'Language' with a dropdown menu set to 'Default'. A 'Log in' button is located at the bottom right of the form, and a 'Forgot your password?' link is positioned below it. Red numbered circles (1-5) are overlaid on the form to indicate the sequence of actions: 1 on the Username field, 2 on the Password field, 3 on the Language dropdown, 4 on the Log in button, and 5 on the Forgot your password? link.

1. Enter you username
2. Enter your password
3. If you wish, choose you language (the Default language is English)
4. Click on the “Login” button

If you forgot your password:

5. Click on the “Forgot your password?” link
6. (not shown) Fill in the form with your username and email address and click on the “Check data” button; you will receive a new password by email. In case of problem, please contact CAD or PAC.

Once you are logged in, here is what you should see:



1. The server you are on (it could be KCE or your local LimeSurvey if you have one)
2. your ID with a link to edit your preferences
3. LimeSurvey version (if you encounter a problem and need external help, it is a good idea to mention the version)
4. Logout button to close your LimeSurvey session
5. (Not shown) Default administration page (“home”)

## Workflow

Here are the steps to get a survey running and analyse the results:

- Create a survey
- Add question groups
- Add questions in the question groups
- Test your survey
  - Yourselves / Then with a test group
- Update your survey according to collected feedback
- Activate your survey
- Invite respondents to participate
- Optional: send reminder(s)
- Close your survey
- Basic results analysis with LimeSurvey
- Export your results
- Thorough analysis with another software

### 3. CREATE OR IMPORT/COPY SURVEYS

KCE Survey

Tutorials Configuration Surveys Active surveys 4 LAK



2

- 3 Create a new survey
- Import a survey
- Copy a survey
- List surveys

This is the LimeSurvey admin interface. Start to build your survey from here.

Last visited survey: test LAK (ID:271299)



LimeSurvey  
Version 3.15.0+181008

1. Choose an existing survey -
2. See a list of active surveys
3. Create a new survey

Each survey has a status:

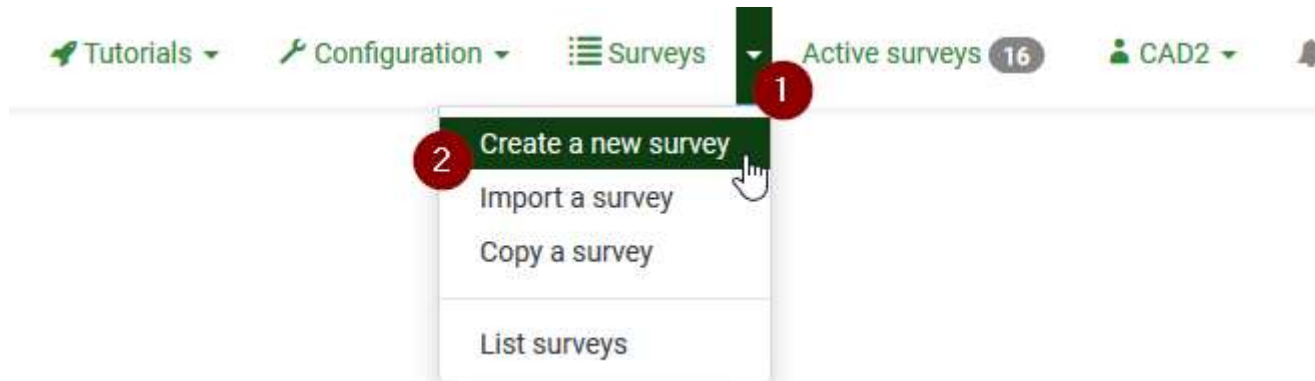
- inactive : the survey is not yet open (design phase)
- active: the survey is open, respondents can fill in the survey
- expired: the survey is closed, responses have been collected





You can create a new survey, import or copy an existing survey.

### 3.1. Create a survey



1. Click on the menu arrow in menu bar at the top of the screen
2. Click on “Create a new survey”

#### 3.1.1. Text elements

1. You are on the “Text elements” tab of the “Create” tab to add a new survey

Save Close

9

## Create, import, or copy survey

Create Import Copy

1

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

Survey title:

2

Base language:

English 3

Description:

4

Welcome message:

5

Create example question group and question?

off

End URL:

http:// 6

URL description:

7

Date format:

dd.mm.yyyy

Decimal mark:

Dot (.) Comma (,)

End message:

8

2. Choose a title (in the base language)
3. Choose the main language (you can add extra languages afterwards)
4. Type a short description of the survey (this will appear in the list of public surveys available)
5. Write the welcome message for the respondents
6. If you want to propose a link at the end of the survey, enter the URL
7. If you want to propose a link at the end of the survey, enter the text of the link
8. Type an end message
9. Optional: if you don't want to check/modify the other settings, click on the "Save" button



### 3.1.2. General settings

KCE Survey Tutorials Configuration Surveys Active surveys LAK

Save Close

Create, import, or copy survey

Create Import Copy

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

**Survey owner:**  
LAK - Laurence Kohn

**Administrator:**  
Laurence Kohn

**Admin email:**  
laurence.kohn@kce.fgov.be


**Bounce email:**  
laurence.kohn@kce.fgov.be

**Fax to:**

**Group:**  
Default

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

**Template:**  
extends\_fruity

**LimeSurvey**  
0%  
**Monochrome Template**  
LimeSurvey Monochrome Templates  
A template with monochrome colors for easy customization.  
Next



1. Click on the “General settings” tab
2. You are identified as owner of the survey
3. Enter the name of the contact person for the survey (in case of problem)
4. Enter the email address for the contact person and for the bounce email (if invitations are sent by LimeSurvey and some invitations don’t go through, notice will be sent to the bounce email address, so that this person can correct or remove the email addresses that bounce). If you do not want to use your personal KCE email, please contact CAD to use the [kce\\_enquete@kce.fgov.be](mailto:kce_enquete@kce.fgov.be) mailbox.
5. Fill in the fax number (this is only useful for printed surveys, so they get the fax number to send the filled in paper survey)
6. Chose how questions will be displayed: you can choose to have all your questions on one page, one page per question or one page per group (the default)
7. Choose the template of the survey – For KCE logo use “fruity”
8. Optional: if you don’t want to check/modify the other settings, click on the “Save” button



### 3.1.3. Presentation and navigation

Here are the main options for these settings:

1. Click on the “Presentation & navigation” tab
2. You can show or hide the group name and description
3. Do the question number and question code have to be displayed to the respondent?
4. At the beginning of the survey, do you want the respondent to know how many questions s/he has to answer?
5. “Show [< < Prev] button” allows the respondent to go back to the previous question to change his/her answer?
6. Do you want the respondent to see his/her progression in the survey?
7. Do you allow participant to print the questionnaire once it is submitted?
8. Optional: if you don’t want to check/modify the other settings, click on the “Save” button



### 3.1.4. Publication & access control

KCE Survey

Tutorials Configuration Surveys Active surveys LAK

Save Close

Create, import, or copy survey

Create Import Copy

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

Start date/time:  **2**

Expiry date/time:  **3**

List survey publicly:  Off **4**

Set cookie to prevent repeated participation:  Off **5**

Use CAPTCHA for survey access:  Off

Use CAPTCHA for registration:  Off

Use CAPTCHA for save and load:  Off

1. Click on the “Publication & access control” tab
2. Start date
3. Expiry date: by setting the expiry date, you choose one way to close the survey
4. Do you want the survey to appear on the public survey list (e.g. <http://www.eunetha.be/limesurvey/>) so that anybody can complete the survey?
5. Set cookie will prevent a respondent to answer an anonymous survey (no access code has to be provided to answer) multiple times with the same browser
6. Optional: if you don’t want to check/modify the other settings, click on the “Save” button



### 3.1.5. Notification & data management

KCE Survey

Tutorials - Configuration - Surveys - Active surveys - LAK

Save Close

Create, import, or copy survey

7

Create Import Copy



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



Date stamp:

off

2

Save IP address:

off

3

Save referrer URL:

off

4

Save timings:

off

5

Enable assessment mode:

off

Participant may save and resume later:

On

6

Send basic admin notification email to:

Send detailed admin notification email to:

Google Analytics settings:

None Use settings below Use global settings

1. Click on the “Notification & data management” tab
2. Date stamp: record the date and time when the respondent submits the survey
3. Save IP address: record the IP address (computer network address)
4. Save referrer URL: record the page from where the link was clicked to go to the survey
5. Save timings: record how long it took for the respondent to answer for each question; this can be useful if you test your survey with some colleagues to make sure it does not take too long to complete (if your survey takes too long to complete, you might have a lot of uncompleted responses as people drop out)
6. Participant may resume later: for long surveys, the user might be allowed to stop and get a code by email to resume later (you don’t need to activate this if you use tokens)
7. Optional: if you don’t want to check/modify the other settings, click on the “Save” button



### 3.1.6. Participants' settings

KCE Survey

Tutorials - Configuration - Surveys - Active surveys 3 LAK -

Save Close

5

Create, import, or copy survey

Create Import Copy

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

Set token length to:

15

Anonymized responses:

Off

Enable token-based response persistence:

Off

Allow multiple responses or update responses with one token:

Off

Allow public registration:

Off

Use HTML format for token emails:

On

Send confirmation emails:

On

1. Click on the "Participant settings" tag
2. Choose whether you want anonymized responses (default = off) and whether you want to enable token-based response persistence (to avoid a respondent to answer twice to the survey as long as he-she doesn't delete the cookies or uses another browser, default = off)
3. Allow multiple responses or update responses with one token (default = off) and allow public registration (if you allow new respondents which do not appear in the token table, default = off)
4. Use HTML format for token emails (default = yes) and send a confirmation email when the survey has been completed (default = yes)
5. Save the settings (if you have not done it yet, you must do it now).





### 3.1.7. Additional languages

Once you have saved your survey, you can add additional languages in the General settings:

The screenshot shows the survey settings interface. On the left, there is a sidebar with a 'Settings' tab (highlighted with a red circle 1) and a 'Structure' tab. Below the sidebar, the 'Survey settings' section is visible, with 'General settings' (highlighted with a red circle 2) selected. The main content area is titled 'General survey settings'. It includes a top navigation bar with buttons for 'Activate this survey', 'Preview survey', 'Tools', 'Display/Export', 'Survey participants', 'Responses', and 'Save' (highlighted with a red circle 4). The 'Base language' is set to 'English'. The 'Additional languages' section (highlighted with a red circle 3) shows 'Dutch' and 'French' selected. The 'Group' dropdown is set to 'Default'. The 'Format' section has 'Question by question' and 'Group by group' options.

1. Click on “Settings”
2. Click on “General settings”
3. Select the language(s) you want to add
4. Click on the “Save” button



### 3.1.8. Data policy settings

Since the GDPR is enforced, it is strongly recommended to add a data policy text if your survey is filled in by external persons.

1. In the survey settings, click on “Data policy settings”
2. Click on “Inline text” to make sure that the text is read by the respondent before starting the survey
3. Select the language (you need to add text for each language)
4. Add the text
5. Alternatively, you can click on “Source” to paste the HTML code for the text
6. When done, click on the “Save” button



### 3.1.8.1. French policy text

Survey data policy checkbox label:

*“Pour continuer, veuillez d’abord accepter la politique de confidentialité des données.”*

Survey data policy message:

#### *« 1. Confidentialité des données*

*Vos données seront traitées conformément à la loi belge du 30 juillet 2018 sur la protection des personnes physiques relative au traitement des données à caractère personnel et conformément au règlement (UE) 2016/679 du 27 avril 2016, qui est entré en vigueur le 25 mai 2018, sur la protection des personnes physiques relative au traitement des données à caractère personnel et à la libre circulation de ces données.*

*Vous avez le droit de demander au KCE l’accès à vos données personnelles, de les rectifier, de les supprimer, de les transférer, d’en limiter le traitement et de vous opposer à leur traitement. Pour cela, il vous suffit de contacter le KCE, responsable de leur traitement, par mail ou par voie postale à l’adresse Boulevard du Jardin Botanique 55, 1000 Bruxelles. Si vous avez des questions ou des commentaires sur le traitement de vos données, vous pouvez contacter par mail le responsable de la protection des données du KCE. Il pourra, si nécessaire, vous fournir davantage d’informations sur la protection de vos données personnelles.*

*Si cela ne semble pas suffisant, vous pouvez adresser une réclamation concernant le traitement de vos données à l’autorité belge de surveillance chargée de l’application de la législation en matière de protection des données (APD), Rue de la Presse 35, 1000 Bruxelles, ou par mail.*

#### *2. Période de conservation*

*Les données sont sauvegardées pendant une période de deux ans après la publication du rapport.*

#### *3. Finalité du traitement*

*Cette enquête vise à XXXXX.*

#### *4. Déclaration de consentement*

*Je déclare par la présente avoir été informé par écrit de la nature, de la méthode et du but de cette étude, de manière compréhensible pour moi.*



*J'accepte de participer à des recherches scientifiques.*

*Je comprends que je peux me retirer à tout moment de ce projet jusqu'au moment où les données seront stockées dans la base de données, et ce sans avoir à faire de déclaration et sans que cela ait de conséquences pour moi.*

*Je comprends que mes données sont collectées et enregistrées de manière confidentielle et que l'enquêteur principal garantit leur confidentialité. »*

In HTML format :

<p>1. Confidentialité des données</p>

<p>Vos données seront traitées conformément à la loi belge du 30 juillet 2018 sur la protection des personnes physiques relative au traitement des données à caractère personnel et conformément au règlement (UE) 2016/679 du 27 avril 2016, qui est entré en vigueur le 25 mai 2018, sur la protection des personnes physiques relative au traitement des données à caractère personnel et à la libre circulation de ces données.</p>

<p>Vous avez le droit de demander au KCE l'accès à vos données personnelles, de les rectifier, de les supprimer, de les transférer, d'en limiter le traitement et de vous opposer à leur traitement. Pour cela, il vous suffit de contacter le KCE, responsable de leur traitement, <a href="mailto:info@kce.fgov.be">par mail</a> ou par voie postale à l'adresse Boulevard du Jardin Botanique 55, 1000 Bruxelles. Si vous avez des questions ou des commentaires sur le traitement de vos données, vous pouvez contacter <a href="mailto:kce\_dpo@kce.fgov.be">par mail</a> le responsable de la protection des données du KCE. Il pourra, si nécessaire, vous fournir davantage d'informations sur la protection de vos données personnelles.</p>

<p>Si cela ne semble pas suffisant, vous pouvez adresser une réclamation concernant le traitement de vos données à l'autorité belge de surveillance chargée de l'application de <a href="https://www.autoriteprotectiondonnees.be/" rel="noreferrer noopener" target="\_blank">la législation en matière de protection des données (APD)</a>, Rue de la Presse 35, 1000 Bruxelles, ou <a href="mailto:contact@apd-gba.be">par mail</a>.</p>

<p>2. Période de conservation</p>

<p>Les données sont sauvegardées pendant une période de deux ans après la publication du rapport.</p>

<p>3. Finalité du traitement </p>

<p>Cette enquête vise à XXX</p>

<p>4. Déclaration de consentement </p>

<ul>

<li>Je déclare par la présente avoir été informé par écrit de la nature, de la méthode et du but de cette étude, de manière compréhensible pour moi.</li>

<li>J'accepte de participer à des recherches scientifiques.</li>



<li>Je comprends que je peux me retirer à tout moment de ce projet jusqu'au moment où les données seront stockées dans la base de données, et ce sans avoir à faire de déclaration et sans que cela ait de conséquences pour moi.</li>

</ul>

<p>Je comprends que mes données sont collectées et enregistrées de manière confidentielle et que l'enquêteur principal garantit leur confidentialité.</p>

### 3.1.8.2. Dutch policy text

Survey data policy checkbox label:

*“Gelieve akkoord te gaan met het privacybeleid inzake gegevens om verder te gaan.”*

Survey data policy message:

#### *“1. Vertrouwelijkheid van de gegevens*

*Uw gegevens worden verwerkt in overeenstemming met de Belgische wet van 30 juli 2018 betreffende de bescherming van natuurlijke personen met betrekking tot de verwerking van persoonsgegevens en de Verordening (EU) 2016/679 van 27 april 2016, die op 25 mei 2018 in werking trad, betreffende de bescherming van natuurlijke personen in verband met de verwerking van persoonsgegevens en betreffende het vrije verkeer van die gegevens.*

*U hebt het recht het KCE te verzoeken uw persoonsgegevens in te zien, te rectificeren, te verwijderen, over te dragen, de verwerking te beperken en tegen de verwerking bezwaar te maken. Hiervoor kan u eenvoudig contact opnemen met het KCE als verwerkingsverantwoordelijke via [e-mail](#) of via brief naar KCE, Kruidtuinlaan 55, 1000 Brussel.*

*Mocht u vragen of opmerkingen hebben over de verwerking van uw gegevens, kan u steeds contact met ons opnemen. De KCE Gegevensbeschermingsfunctionaris kan u desgewenst meer informatie verschaffen over de bescherming van uw persoonsgegevens. U kan hem contacteren via [e-mail](#).*

*Als dit niet voldoende zou blijken kan u een klacht indienen over hoe uw informatie wordt behandeld, bij de Belgische toezichhoudende instantie die verantwoordelijk is voor het handhaven van de wetgeving inzake gegevensbescherming: [Gegevensbeschermingsautoriteit \(GBA\)](#), Drukpersstraat 35, 1000 Brussel, of via [e-mail](#).*

#### *2. Bewaartermijn*



*De gegevens worden twee jaar na publicatie van het rapport bewaard.*

### *3. Verwerkingsdoel*

*Deze bevraging wil inzicht krijgen in XXXX.*

### *4. Toestemmingsverklaring*

- Ik verklaar hierbij op een voor mij begrijpelijke wijze schriftelijk te zijn ingelicht over de aard, de methode en het doel van deze studie.*
- Ik stem erin toe deel te nemen aan het wetenschappelijk onderzoek.*
- Ik begrijp dat ik mij op elk moment kan terugtrekken tot op het ogenblik dat de gegevens in de database worden bewaard zonder hiervoor een verklaring te hoeven afleggen en zonder dat dit op enigerlei wijze gevolg zal hebben voor mij.*

*Ik begrijp dat mijn gegevens vertrouwelijk worden ingezameld en geregistreerd, en dat de hoofdonderzoeker hun vertrouwelijkheid garandeert.”*

In HTML:

<p>1. Vertrouwelijkheid van de gegevens</p>

<p>Uw gegevens worden verwerkt in overeenstemming met de Belgische wet van 30 juli 2018 betreffende de bescherming van natuurlijke personen met betrekking tot de verwerking van persoonsgegevens en de Verordening (EU) 2016/679 van 27 april 2016, die op 25 mei 2018 in werking trad, betreffende de bescherming van natuurlijke personen in verband met de verwerking van persoonsgegevens en betreffende het vrije verkeer van die gegevens.</p>

<p>U hebt het recht het KCE te verzoeken uw persoonsgegevens in te zien, te rectificeren, te verwijderen, over te dragen, de verwerking te beperken en tegen de verwerking bezwaar te maken. Hiervoor kan u eenvoudig contact opnemen met het KCE als verwerkingsverantwoordelijke via <a href="mailto:info@kce.fgov.be">e-mail</a> of via brief naar KCE, Kruidtuinlaan 55, 1000 Brussel.</p>

<p>Mocht u vragen of opmerkingen hebben over de verwerking van uw gegevens, kan u steeds contact met ons opnemen. De KCE Gegevensbeschermingsfunctionaris kan u desgewenst meer informatie verschaffen over de bescherming van uw persoonsgegevens. U kan hem contacteren via <a href="mailto:kce\_dpo@kce.fgov.be">e-mail</a>.</p>

<p>Als dit niet voldoende zou blijken kan u een klacht indienen over hoe uw informatie wordt behandeld, bij de Belgische toezichthoudende instantie die verantwoordelijk is voor het handhaven van de wetgeving inzake gegevensbescherming: <a href="http://www.gegevensbeschermingsautoriteit.be" rel="noreferrer noopener" target="\_blank">Gegevensbeschermingsautoriteit (GBA)</a>, Drukpersstraat 35, 1000 Brussel, of via <a href="mailto:contact@apd-gba.be">e-mail</a>.</p>

<p>2. Bewaartermijn</p>

<p>De gegevens worden twee jaar na publicatie van het rapport bewaard.</p>



<p>3. Verwerkingsdoel</p>

<p>Deze bevraging wil inzicht krijgen in XXXX.</p>

<p>4. Toestemmingsverklaring</p>

<ul>

<li>Ik verklaar hierbij op een voor mij begrijpelijke wijze schriftelijk te zijn ingelicht over de aard, de methode en het doel van deze studie.</li>

<li>Ik stem erin toe deel te nemen aan het wetenschappelijk onderzoek.</li>

<li>Ik begrijp dat ik mij op elk moment kan terugtrekken tot op het ogenblik dat de gegevens in de database worden bewaard zonder hiervoor een verklaring te hoeven afleggen en zonder dat dit op enigerlei wijze gevolg zal hebben voor mij.</li>

</ul>

<p>Ik begrijp dat mijn gegevens vertrouwelijk worden ingezameld en geregistreerd, en dat de hoofdonderzoeker hun vertrouwelijkheid garandeert.</p>

### 3.1.8.3. English policy tekst

Survey data policy checkbox label:

*“Please accept and agree to the data privacy policy in order to proceed.”*

Survey data policy message:

#### *“1. Data confidentiality*

*Your data will be processed in compliance with the Belgian Law of 30 July 2018 on the protection of natural persons in relation to the processing of personal data and Regulation (EU) 2016/679 of 27 April 2016, which entered into force on 25 May 2018, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.*

*You have the right to request the KCE to access, rectify, erase and transfer your personal data and to restrict and object to the processing of your data. To do so, please contact the KCE as the Data Controller responsible for the processing of your personal data by [e-mail](#) or by letter to be sent to KCE, Kruidtuinlaan 55, 1000 Brussels.*

*Please do not hesitate to contact us with any questions or comments you may have about the processing of your data. If you so wish, the KCE Data Protection Officer is available to provide you with further details regarding the protection of your personal data. He can be contacted by [e-mail](#).*



*If this proves to be insufficient, you are free to lodge a complaint about the way your data are being treated with the Belgian supervisory authority responsible for enforcement of the data protection legislation: [Data Protection Authority \(DPA\)](#) at Drukpersstraat 35, 1000 Brussels, or by [e-mail](#).*

## *2. Data retention period*

*The data are kept on record for two years after the reports are published.*

## *3. Processing purposes*

*The aim of this survey is XXXX.*

## *4. Consent statement*

- I hereby affirm that I have been informed in writing, in a way that is understandable to me, of the nature, method and purpose of this study.*
- I hereby accept and agree to take part in the scientific research.*
- I understand that I am free to withdraw at any time until such time that the data are recorded and stored in the database without having to state any grounds for doing so and without this having any kind of consequences for me.*

*I understand that my data are collected and recorded on a confidential basis, and that the Principal Investigator guarantees their confidentiality."*

In HTML:

<p>1. Data confidentiality</p>

<p>Your data will be processed in compliance with the Belgian Law of 30 July 2018 on the protection of natural persons in relation to the processing of personal data and Regulation (EU) 2016/679 of 27 April 2016, which entered into force on 25 May 2018, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.</p>

<p>You have the right to request the KCE to access, rectify, erase and transfer your personal data and to restrict and object to the processing of your data. To do so, please contact the KCE as the Data Controller responsible for the processing of your personal data by <a href=mailto:info@kce.fgov.be>e-mail</a> or by letter to be sent to KCE, Kruidtuinlaan 55, 1000 Brussels.</p>





Please do not hesitate to contact us with any questions or comments you may have about the processing of your data. If you so wish, the KCE Data Protection Officer is available to provide you with further details regarding the protection of your personal data. He can be contacted by [e-mail](mailto:kce_dpo@kce.fgov.be)

If this proves to be insufficient, you are free to lodge a complaint about the way your data are being treated with the Belgian supervisory authority responsible for enforcement of the data protection legislation: [Data Protection Authority \(DPA\)](https://www.dataprotectionauthority.be/) at Drukpersstraat 35, 1000 Brussels, or by [e-mail](mailto:contact@apd-gba.be).

2. Data retention period

The data are kept on record for two years after the reports are published.

3. Processing purposes

The aim of this survey is XXXX

4. Consent statement

<ul>

I hereby affirm that I have been informed in writing, in a way that is understandable to me, of the nature, method and purpose of this study.

I hereby accept and agree to take part in the scientific research.

I understand that I am free to withdraw at any time until such time that the data are recorded and stored in the database without having to state any grounds for doing so and without this having any kind of consequences for me.

</ul>

I understand that my data are collected and recorded on a confidential basis, and that the Principal Investigator guarantees their confidentiality.



### 3.2. Copy a survey

It is also possible to copy a survey (e.g. a template for GCP surveys):

KCE Survey

Tutorials Configuration Surveys Active surveys 16 CAD2

Create, import, or copy survey

Create Import Copy

Select survey to copy: Please choose... 3

Required

New survey title: 4

Required

New survey id:

Optional

Convert resource links and expression fields? On

Exclude quotas? Off

Exclude survey permissions? Off

Exclude answers? Off 5

Reset conditions/relevance? Off

Reset start/end date/time? Off

Reset response start ID? Off

Copy survey 6

Save Close



1. Click on the arrow next to the “Surveys” item in the menu bar at the top of the page
2. Click on “Copy a survey”
3. Select the survey you want to copy
4. Add a title to your new survey
5. If needed change the options when copying (e.g. “Reset start/end date/time”)
6. click on the “Copy survey” button

You can then modify your survey by adding or deleting questions or question groups. When deleting a question, you can get a warning telling you that this question is a condition (in the relevance equation, see the “Conditions” section below) for another question:

Question could not be deleted. There are conditions for other questions that rely on this question. You cannot delete this question until those conditions are removed. ×

You first need to delete that question or remove to reference to the initial question in the conditions. For example, if you want to get rid of the first question in the following group:





Question G1Q2 depends on the answer of G1Q1:

### Question summary G1Q2 (ID:

**Question**  
**group:** (ID:334)  
**Code:** G1Q2  
**Question:** important n'est pas clair, le C  
rétablissement de la capac  
**Help:**  
**Type:** Text display  
**Relevance**  
**equation:** `((G1Q1.AOK == "A1"))`

If you want to remove this question, you have to start from the bottom (G1Q2 and all other questions depending on G1Q1) because the last questions do not appear in other's questions relevance equation (or you can modify the relevance equation so that G1Q1 does not appear in the equation anymore).

### 3.3. Import a survey

You might want to import a survey for several reasons:

- An old survey that you want to look at: it contains the questionnaire + responses = .lsa file (LimeSurvey archive)
- A survey you backed up and after a wrong manipulation, you want to start over from the backup: only the questions (no responses) = .lss (LimeSurvey structure)
- A survey created on another server (local or remote) and that you want to use on this server



- Create a new survey
- Import a survey**
- Copy a survey
- List surveys

Save Close

### Create, import, or copy survey

Create Import Copy

Select survey structure file (\*.lss, \*.txt) or survey archive (\*.lsa) (maximum file size: 300.00 MB)

3 Choose File No file chosen

Convert resource links and expression fields?

On

Import survey 4

1. Click on the arrow to the "Surveys" item in the menu bar at the top of the page
2. Click on the "Import a survey" sub-menu
3. Click on the "Choose File" button and select the .lsa (archive) or .lss (structure) file to import
4. Click on the "Import survey" button



## 4. ADD QUESTION GROUPS

Questions must be created in a question group. Put all questions you want on a single page in the same group.

### 4.1. Create a group:

The screenshot shows the 'Add question group' interface. At the top, a breadcrumb trail reads 'Test CAD (425332) → Add question group'. The left sidebar contains a 'Settings' tab (with a red circle '1' next to it) and a 'Structure' tab. Under 'Structure', there is a '+ Add question group' button (with a red circle '2' next to it) and an 'Add question' button. Below this is a 'General questions' dropdown menu (with a red circle '1' next to it). The main form area has an 'Import a group' button. On the right side of the form, there are three buttons: 'Save', 'Save and add question', and 'Save and new group'. A red circle '6' is next to the 'Save and new group' button. The form itself has a title 'Add question group' and a text input field containing 'English (Base language)'. Below this is a 'Title:' label and an empty text input field (with a red circle '3' next to it). The 'Description:' label is followed by a rich text editor toolbar with various icons for text formatting and a large text area (with a red circle '4' next to it). Below the rich text editor is a 'Randomization group:' label and an empty text input field. At the bottom, there is a 'Relevance equation:' label and an empty text input field (with a red circle '5' next to it).



1. Make sure you are in the structure mode in your survey
2. Click on the “+ Add question group”
3. Add a title to the group of questions (you can choose later if you want the respondent to see it or not)
4. (optional) Describe the group of questions
5. (optional) Add a relevance equation if the group must not be seen for each respondent
6. Save the question group by clicking on one of the following buttons: “Save”, “Save and add question” (if you want to populate the group with questions), “Save and new group” (if you want to create another group after saving)

Below you will find some frequent group manipulations.

#### 4.2. Add a group of questions from another survey (import)

It is possible to import a group of questions:

English (Base language)

Title:

Description:

1. Make sure you are in the structure mode in your survey



2. Click on the “+ Add question group”
3. Click on the “Import a group” button

Import

---

### Import question group

Select question group file (\*.lsg):  
(Maximum file size: 300.00 MB)

Browse... limesurvey\_group\_33.lsg

Convert resource links?

4. Click on the “Browse...” button to select a .lsg file from your computer (leave “Convert resource links” checked)
5. Click on the “Import” button

Import question group  
Success

File upload succeeded.

Question groups: 1  
Questions: 19  
Subquestions: 0  
Answers: 0  
Conditions: 0  
Question attributes: 0

Question group import is complete.

Go to question group

6. Click on the “Go to question group” button





### 4.3. Export a question group

The screenshot shows the survey editor interface. At the top, a dark green header contains a home icon, a back icon, and the text 'Test CAD → General questions'. Below this, a left sidebar contains a 'Settings' button and a 'Structure' button (highlighted with a red circle '1'). Under 'Structure', there are 'Add question group' and 'Add question' buttons. A list of question groups is shown, with the first one '[q1] › Please enter your gender.' selected (highlighted with a red circle '2'). Below this is a 'Statements' section with 19 items, including '[S1] › "KCE perceives the fundamental...', '[S2] › "The relevance and need for pat.', '[S3] › "Patient involvement in health p.', '[S4] › "Sufficient resources (people, ti..', '[S5] › "The planning of the projects ha.', and '[S6] › "Training should be organised f..'. On the right side, a menu of actions is displayed: 'Preview survey', 'Preview question group', 'Edit current question group', 'Check survey logic for current question group', 'Delete current question group', and 'Export this question group' (highlighted with a red circle '3' and a mouse cursor). Below the menu, a 'Group summary' section shows a table with 'Title: General questions (332)' and 'Description:'. At the bottom, a 'Group quick actions' section features a large green button with a white plus sign and the text 'Add new question to group'.

1. Make sure you are in the structure mode in your survey
2. Select the question group you want to export
3. Click on the “Export this question group”
4. Save the file on your computer (not illustrated) or look for it in the “Downloads” folder on your computer (with a .lsg extension)



#### 4.4. Copy a group of questions

If several question groups in the survey are quite similar, you can spare some time by copying a question group, then modify the copy. There is no possibility to copy a group of question, but there is an alternative way to do it:

1. export the group you want to copy (see section 4.3)
2. import the group you just copied (see section 4.2)



## 5. ADD QUESTIONS

Note: LimeSurvey does not manage versions, so when you modify (edit) a question, if another user modifies the same question at the same time, only the version which is last saved will be kept, losing the changes from the other user. **Please make sure that multiple users do not work on the same question at the same time** (e.g. make sure that other users do not work on the same question group as you do).

### 5.1. Create a question

The screenshot shows the LimeSurvey interface for editing a survey. The top navigation bar is dark green with a home icon, a back arrow, and the text 'Test CAD' followed by a right arrow and 'General questions'. Below this, there are two tabs: 'Settings' and 'Structure', with 'Structure' being the active tab and marked with a red circle '1'. To the left of the main content is a sidebar with a list of question groups. The first group is 'General questions', which is selected and marked with a red circle '2'. Below it are several statements, each with a red circle '19' next to it. The main content area has a top bar with several buttons: 'Preview survey', 'Preview question group', 'Delete current question group', 'Export this question group', 'Check survey logic for current question group', and 'Edit current question group'. Below this is a 'Group summary' section with a table containing 'Title: General questions (332)' and 'Description:'. Below that is a 'Group quick actions' section with a large green button labeled 'Add new question to group' and a red circle '3' next to it. A mouse cursor is pointing at the button.

1. Click on "Structure" in the survey
2. Select the question group where you want to add the question
3. Click on "Add new question to group"



You then enter the question screen:

Import a question Save Save and new

---

**Add a new question**

English (Base language)

Code:  Required

Question: 

3

Help: 

4

**General options**

Long Free Text  2

Question theme: Default

Question theme preview: 

Long Free Text

Question group: General questions (ID:332) 5

Mandatory:  Off 6

Relevance equation: ( 1 7 )

Validation: 8

Position: At end 9

**Display**

1. Provide a code for the question (e.g. "q1"): choose any code without spaces you like (starting with a letter), it is just to be able to refer to it later; the question code can be hidden to the respondent
2. Choose the type of question (see section 5.4)
3. Type the question



4. (optional) type a text that could help the respondent to answer the question
5. If needed, change the question group
6. If this question is mandatory, set it to “on” (N.B.: if a mandatory question is hidden e.g. because it is shown only in certain conditions), it is fine: the question is not answered)
7. Relevance equation: set ton 1 means that the question will always appear in this question group; for conditional appearance, see section **Error! Reference source not found.**
8. Validation: check that the answer has the right format (e.g. if an email must be provided, check that it is xxx@yyy.zzz, or that a phone number has only digits)
9. Position: before/after which question must the new question be placed?
10. Click on “Save” or if you wish to add another question afterwards, click on “Save and new”

Other options are available on the right-side of the screen:

### Add a new question

English (Base language)

Code:

Question code may not be empty. Required

Question:

General options

Display

Input

Logic

Other

Statistics

Timer

These settings may vary depending on the question type; below some information about the first two for a long free text question.



< Display **1**

Display rows:

Hide tip:  
 Off

Text input box width:  
Default

Text input size:

Always hide this question:  
 Off

CSS class(es):

< Input

Maximum characters:  
 **2**

1. Display: modify what is displayed (e.g. you can hide the default tip shown, the size of the text box)
2. Input: set the maximum characters that can be entered to answer (to avoid too long answers)

Note: if your text is quite long, you can maximise the textbox this way: click on the 4-arrows icon at the top-left of the menu bar



Dutch (Base language) French

Code:

rec1

Required

Question:

Hoewel er op basis van de literatuurreview geen overtuigende evidentie is dat videoconsultaties gelijk of beter zijn dan gewone consultaties, zijn er ook geen aanwijzingen dat het gebruik ervan een negatief effect heeft op de gezondheid van patiënten met een chronische somatische aandoening.  
**Daarom bevelen we aan om videoconsultaties mogelijk te maken en te gebruiken**

The window will then only show the textbox and the menu bar; to quit this maximised view, click on the same 4-arrows icon:

Hoewel er op basis van de literatuurreview geen overtuigende evidentie is dat videoconsultaties gelijk of beter zijn dan gewone consultaties, zijn er ook geen aanwijzingen dat het gebruik ervan een negatief effect heeft op de gezondheid van patiënten met een chronische somatische aandoening.  
**Daarom bevelen we aan om videoconsultaties mogelijk te maken en te gebruiken als zorgverlener én patiënt dit zien als een nuttige alternatieve/aanvullende communicatiemogelijkheid.**



## 5.2. Add a link in the text of your question

Code:

q1

Required

Question:

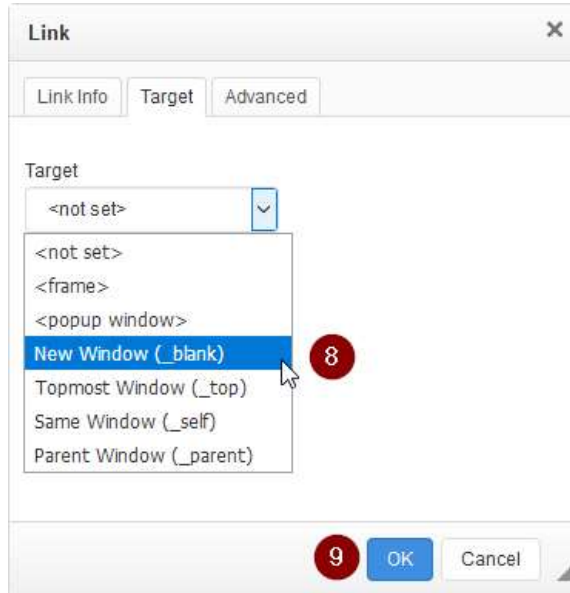
The screenshot shows a rich text editor with a 'Link' dialog box open. The dialog box has three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. The 'Display Text' field contains 'site web'. The 'Link Type' dropdown is set to 'URL'. The 'Protocol' dropdown is set to 'https://'. The 'URL' field contains 'kce.fgov.be/'. There is a 'Browse Server' button and 'OK' and 'Cancel' buttons at the bottom. Red circles with numbers 1 through 7 indicate the steps: 1. Selecting the text 'site web', 2. Clicking the 'Link' icon in the toolbar, 3. Editing the 'Display Text' field, 4. Editing the 'URL' field, 5. Clicking the 'Target' tab, 6. Clicking the 'Browse Server' button, and 7. Clicking the 'OK' button.

1. Select the text you want to transform into a link
2. Click on the “Link” icon to display the contextual menu
3. If you want to change the text to be displayed, you can do it here
4. Paste the URL (web address) of the page you want to link to
5. If you want the link to be opened in another window (or a popup window), click on the “Target” tab (and see below)





6. If you want to link to a file that is hosted on (or that you would upload from your computer to) the server, click on the “Browse Server” button and follow the instructions explained in the “Add an image in the text of your question” section (points 8 & 9) below (it is the same interface for images and files hosted on the server)  
If you clicked on the “Target” tab (see 4.):
7. Click on the “OK” button when you are done



8. Select the type of target you want (the most used are “popup window” and “new window”)
9. Click on the “OK” button



### 5.3. Add an image in the text of your question

You need to have a copy of the image on your computer or the online address (URL) for it.

Code:

q1

Required

Question:

1

2

3

4


5

6

Image Properties

Image Info Link Advanced


Test URL: [site web](#)

Image: 

URL:

Alternative Text:

Preview

 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum

Width

Height

Border

HSpace

VSpace

Alignment:



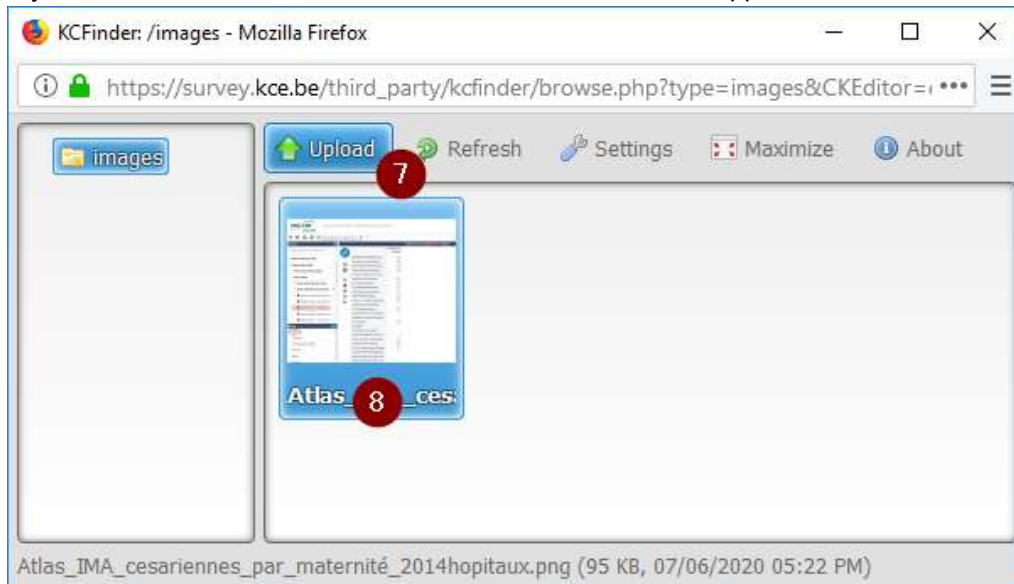
1. Edit your question: in the textbox, click where you would like to insert the image
2. In the toolbar, click on the “Image” icon to display the contextual menu

If you want to add an online image:

3. Paste the URL of the image or
4. Click on the “Browse Server” button if the image is on your computer (to upload it on the server) or already on the server (see 7. to 9. below)
5. Write a description of the image (in case the image cannot be displayed)
6. Click on the “OK” button

if you want to add an image from your computer or that is already on the server:

If you clicked on the “Browse Server” button, a new window appears:



7. If the image is on your computer, click on the “Upload” button to put the image on the server
8. Select the image you want to add by double-clicking on it



## 5.4. Questions types

In this section, some of the most used question types are presented. If you cannot find the appropriate question type for your question, please have a look at the online documentation ([http://manual.limesurvey.org/Question\\_types](http://manual.limesurvey.org/Question_types)).

To select the question type, edit or create a question, then click on the question type in “General options”:

English (Base language) Dutch French

Code:  
  
Question code may not be empty. Required

**General options**

Long Free Text 

Question theme:  
Default 

### 5.4.1. Long free text

This is the default question type, the respondent can type text on several lines. Here is an example:

Could you justify your answer?

Other free text question types are: short free text, huge free text, and multiple short text. For the latter, you need to fill in subquestions:

Please be more specific.

Was it painful?

How long did it take to recover?



## 5.4.2. Single choice questions

These question types are for closed-ended answers. There are several types, here are the most useful:

### 5.4.2.1. List (radio) and List (dropdown)

You can decide how many options the respondent can choose from. The difference is the way they are displayed: use list radio (which shows all options) rather than dropdown (which shows only the selected option) unless you need to gain room on your page.

List (radio) example:

What is the number of beds in your maternity?

**!** Choose one of the following answers

<= 15 beds

16-25 beds

26-40 beds

> 40 beds

Other:

No answer

The 'no answer' option can be dropped by making the question mandatory and 'Other' can be dropped by setting option 'Other' to 'Off'.

List (dropdown) example:



What is the number of beds in your maternity service?

Choose one of the following answers

Please choose... ▾

Please choose...

- <= 15 beds
- 16-25 beds
- 26-40 beds
- > 40 beds
- Other:

Once you have chosen one of these two question types, you then need to provide the answers:

Preview survey ▾   Preview question group ▾   Preview question ▾   Edit   Check logic

Delete   Export   Copy   Set conditions   **Edit answer options**   Edit default answers

1

### Question summary q3 (ID: 7596)

**Question group:** Group 1 (ID:298)  
**Code:** q3 : (Optional question)  
**Question:** What is the number of beds in your maternity?  
**Help:**  
**Type:** List (Radio)  
**Mandatory:** No  
**Relevance equation:** 1

1. Click on the “Edit answer options” button



6

## Edit answer options q3 (ID: 7596)

English (Base language) Dutch French

Position	Code	Answer option	Actions
☰	A1 <b>2</b>	More than once a week <b>3</b>	<b>4</b>
☰ <b>5</b>	A2	Once a week	
☰	A3	Less than once a week	


**8** Predefined label sets... **9** Quick add... **7** Save as label set

2. Change the answer code if needed
3. Type the answer option
4. You can add a new answer option by clicking on the “+” icon; the pencil icon is to customize your test in HTML and the trash to delete the answer option
5. To change the position of an answer click the icon and keep the mouse button pressed, move it at the right place, then release the mouse button
6. When you have entered all the answer options, click on the “Save changes” or the “Save and close” button
7. If these answers will be used in several questions, you can save them by clicking on the “Save as label set” button, give the label set a name and confirm
8. Click on “Predefined sets...” to retrieve a previously saved label set
9. Click on “Quick add” to use a list of answer options: a window will open and you can copy/paste a list from a text file or type directly the answers (one per line) (see 5.4.4)



### 5.4.3. Multiple choice questions

There are several options, the simplest is the checkbox (called multiple choice):  
What are the available beds indexes in your maternity service?

 Check all that apply

M/MIC beds

N\* beds

NIC beds

Other:

To choose this question type, after having typed your question, do the following:





1. Click on the question type (not shown)  
Select question type

Single choice questions

Arrays

Mask questions

Text questions

Multiple choice questions 2

Multiple choice 3

Multiple choice with comments

**Preview question type**  
Multiple choice


1 Check all that apply

Yes

No

Maybe

Close Select 4

2. Select “multiple choice questions”
3. Click on “multiple choice”
4. Click on the “Select” button
5. Click on the  Edit subquestions button to add the answer options to fill in: see the List (radio) and List (dropdown) section



#### 5.4.4. Labels sets for closed questions

Create a new label set for a closed question (list or multiple choice):

### Edit subquestions q3 (ID: 7596)

English (Base language)

Dutch

French

Position	Code	Subquestion	Relevance equation	Action
☰	A1	<= 15 beds	1	  
☰	A2	16-25 beds	1	  
☰	A3	26-40 beds	1	  
☰	A4	> 40 beds	1	  

Predefined label sets...

Quick add...

Save as label set

1

1. Once you have filled up the subquestions, click on the "Save as label set" button



test CAD 2 themes (copy) → Group 1 → q2

Preview survey

Edit subquestion

English (Base language)

Save Save

Save as label set:

New label set 2

Label set name: beds\_nb 3

Replace existing label set

4

Save Cancel

Position	Code	Subquestion
≡	A1	<= 15 beds
≡	A2	16-25 beds

2. Select "New label set"
3. Give the set a name
4. Click on the "Save" button

To use a predefined label set, edit the answers, then:



**Edit subquestions** q3 (ID: 7596)

Available label sets: ✕

Please select a label set

--Select label set--

**R2018** 2

typpat

typpat

typproj

definitively

3 Replace Add Cancel

1 Predefined label sets... Quick add... Save as label set

1. Click on the “Predefined label sets...” button
2. Select the set you wish to use
3. Click on the “Replace” button (or the “Add button” if you have already entered some answer options that you want to keep)

To add rapidly your sub questions, e.g. from a text file

Choose the “quick add...” button



1. Copy/paste the sub questions from your text file – one item per line – no numbering or bullet – no empty line at the end of the list

Click on the “Replace” button (or the “Add button” if you have already entered some answer options that you want to keep)

**Enter your answers:**

Enter one answer per line. You can provide a code by separating code and answer text with a semicolon or tab. For multilingual surveys you add the translation(s) on the same line separated with a semicolon or tab.

1

Remplacer 2 Ajouter Annuler



## 5.4.5. Mask questions

### 5.4.5.1. Ranking

This question type allows the respondent to rank propositions:

When would it suit you better?

Double-click or drag-and-drop items in the left list to move them to the right - your highest ranking item should be on the top right, moving through to your lowest ranking item.

#### Your choices

Monday 10:00
Monday 14:00
Tuesday 10:00
Tuesday 16:00
Friday 18:00

#### Your ranking

--

To choose this question type, after having entered your question text:



1. Click on the question type (not shown)

test CAD 2 themes (copy) → Group 1 → q3 → Edit question

Select question type

Single choice questions

Arrays

Mask questions 2

Date/Time

Equation

File upload

Gender

Language Switch

Multiple Numerical Input

Numerical Input

Ranking 3

Preview question type  
Ranking

Ranking  
Double-click or drag-and-drop items in the left list to move them to the right - your highest ranking item should be on the top right, moving through to your lowest ranking item.


Your ranking

Red  
Green  
Blue

Your choices

Close

2. Select "Mask questions"
3. Click on "Ranking"
4. Click on the "Select" button (not shown)
5. Click on the "Save" button

6. Click on the  Edit subquestions button to add the answer options; to fill in: see the List (radio) and List (dropdown) section



#### 5.4.5.2. Ranking results from a previous multiple choice question

It is possible to take as input in a ranking question the answers from a previous multiple choice question. The answer codes have to be the same, but the answer options (the text) can be different:

When would it suit you better?

Check all that apply

Monday 10:00

Monday 14:00

Tuesday 10:00

Tuesday 16:00

Friday 18:00

Please rank your selection.

Double-click or drag-and-drop items in the left list to move them to the right - your highest ranking item should be on the top right, moving through to your lowest ranking item.

Your choices	Your ranking
Monday afternoon	
Friday evening	





To do that

1. Make sure that the option codes match between the questions (e.g. A1 in the multiple choice question must correspond to A1 in the ranking question)
2. Edit the ranking question (the second one), then click on “Logic” in the right panel, fill in the “Array filter” field with the code of the first question:

< General options

---

< Display

< Logic

Minimum answers:

( )

Maximum answers:

( )

Maximum columns for answers:

Array filter:

q3



### 5.4.5.3. Multiple numerical input

1. Click on the question type (not shown)

Select question type ✕

Single choice questions

Arrays

Mask questions

Date/Time

Equation

File upload

Gender

Language Switch

**Multiple Numerical Input 2 >**

Numerical Input

Ranking

Text display

Yes/No

Text questions

Multiple choice questions

**Preview question type**  
**Multiple Numerical Input**

Multiple numerical input

- Only numbers may be entered in these fields.
- The sum must be between 1 and 50.

Apples:

Oranges:

Bananas:

Total: 15

3

Close Select

2. Select "Multiple Numerical Input"
3. Click on the "Select" button



Question was successfully added.

2 them

Preview survey ▾

Preview question group ▾

Preview question ▾

Edit

Check logic

Delete

Export

Copy

Set conditions

Edit subquestions

Edit default answers

4

### Question summary q7 (ID: 7612)

**Question group:** Group 1 (ID:298)

**Code:** q7 : (Optional question)

**Question:** Percentage breakdown

**Help:**

**Type:** Multiple Numerical Input

Warning: You need to add subquestions to this question

**Mandatory:** No

**Relevance equation:** 1

4. Click on the “Edit subquestions” button to add the subquestions



7

## Edit subquestions q7 (ID: 7612)

English (Base language) Dutch French

Position	Code	Subquestion	Relevance equation	Action
☰	SQ001	5 Some example subquestion	1	<input type="button" value="+"/> <input type="button" value="✕"/>

6

5. Add a subquestion (change the code if needed)
6. You can add extra subquestions by clicking on the “+” button
7. When you are done, click on the “Save and close” button

If you want, you can validate the answers (e.g. make sure that the sum of the subqueries = 100).



Preview survey

Preview question group

Preview question

Save

Save and close

Close

4

## 1 Edit question: q6 (ID:7608)

English (Base language) Dutch French

**Code:**  
q6

Required

**Question:**

Please enter the different components values

**Help:**

**General options**

**Display**

**Input 2**

Minimum value: { }

Equals sum value: { }

Integer only: Off

Maximum sum value: { 100 3 }

Minimum sum value: { }


Maximum characters: { }

1. Edit the question (type = Multiple Numerical Input)
2. Click on "Input" in the column on the right side of the screen
3. Fill in the condition you wish (here, the sum must not be greater than 100)
4. Click on the "Save and close" button



The question looks as follows, with a total at the bottom:

Please enter the different components values

 Only numbers may be entered in these fields.

 **The sum must be at most 100**

Apples

Pears

Oranges

Total:

105

While the sum is greater than 100, the answers are invalid for this question.

#### 5.4.5.4. Only text display

When you want to insert a message or a text box without question, e.g. a disclaimer, a definition:

1. Click on the question type (not shown)
2. Select "mask questions"
3. Click on "text display"
4. Click on the "Select" button



## Select question type



- Single choice questions
- Arrays
- Mask questions **2**
- Date/Time
- Equation
- File upload
- Gender
- Language Switch
- Multiple Numerical Input
- Numerical Input
- Ranking
- Text display **3** >**
- Yes/No
- Text questions
- Multiple choice questions

### Preview question type Text display

Text display

You can write here anything you want -> It will be displayed as text to your survey participants

Close

**Select **4****



#### 5.4.5.5. Date/Time

1. Click on the question type (not shown)
2. Select “mask questions”
3. Click on “Date/Time”
4. Click on the “Select” button

Select question type ×

Single choice questions

Arrays

Mask questions **2**

**Date/Time** **3** ▶

Equation

File upload

Gender

Language Switch

Multiple Numerical Input

Numerical Input

Ranking

Text display

Yes/No

Text questions

Multiple choice questions

**Preview question type**  
**Date/Time**

Date/Time

**!** Please complete all parts of the date.

Day / Month / Year

**4**

Close **Select**

If you want to restrict the date selection (e.g. not in the future, defined time frame):





Preview survey -

Preview question group -

Preview question -

Save

Save and close

Close

8

## Edit question: q8 (ID:8407)

English (Base language) Dutch French

General options

Code:

q8

Required

Question:

Rich text editor with the question text: "When did you get sick?"

Help:

Rich text editor for help text.

Display 5

Display dropdown boxes:

Off

Hide tip:

Off

Month display style:

Short names Full names Numbers

Reverse answer order:

Off

Always hide this question:

Off

CSS class(es):

Minimum date:

( 2020-03-01 6 )

Maximum date:

( 2020-04-30 7 )

5. Click on "Display"
6. Set the minimum date (yyyy-mm-dd)
7. Set the maximum date (yyy-mm-dd)
8. Click on the "Save and close" button



A help message with the minimum and maximum dates is automatically generated:

When did you get sick?

**Answer must be between 01.03.2020 and 30.04.2020**

Format: dd.mm.yyyy

#### 5.4.5.6. File upload

If you want the respondent to be able to upload files, here is how to proceed.

1. Click on the question type (not shown)
2. Select "mask questions"
3. Click on "File upload"
4. Click on the "Select" button

Select question type

Single choice questions

Arrays

Mask questions **2**

Date/Time

Equation

**File upload **3****

Gender

Language Switch

Multiple Numerical Input

Numerical Input

Ranking


Text display

Yes/No

Text questions

Multiple choice questions

**Preview question type**  
File upload



Close **4** Select



5. Enter the question code
6. Enter the question text
7. Click on “Other”
8. Set the maximum size for a file
9. Set the maximum number of files
10. Set the minimum number of files
11. Select the file types allowed
12. Click on the “Save and close” button

Preview survey | Preview question group | Preview question

Save | Save and close | Close

12

### Edit question: *upload1* (ID:8406)

English (Base language) | Dutch | French

Code:  
upload1 **5**

Required

Question:

Please upload the file. **6**

Help:

General options

Display

File metadata

Logic

Other **7**

Insert page break in printable view:  
 Off

Maximum file size allowed (in KB):  
10240 **8**

Max number of files:  
1 **9**

Min number of files:  
0 **10**

Allowed file types:  
png, gif, doc, odt, jpg, pdf, png **11**



Here is how it will appear to the respondent:

Please upload the file.

**Please upload at most one file**

[Upload files](#)

Title	Comment	File name	
test document	Ceci est un PDF	form_tpf2021.pdf	<a href="#">Edit</a>

Once the survey has been submitted by the respondent, you can retrieve the uploaded files when viewing the answers by clicking on the link:

Summary Responses Data entry Statistics Timing statistics Export Import View saved but not submitted responses Batch deletion

Survey responses Display mode: Extended Compact

	q6_SQ002 Pears Please enter the different com...	q6_SQ003 Oranges Please enter the different com...	upload1 Please upload the file.	upload1_filecount filecount - Please upload the ...
			<a href="#">Highlight_EN_B.png</a> 3.54 Mb	test_upload_file
	25	50	test_cari_be_deleted	1

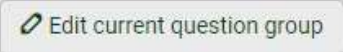






## 6. SET CONDITIONS

It is possible to have questions (or question groups) appearing only if certain conditions are met. There is no possibility to “jump” to another place (question group) in the survey.

### 6.1. Conditions for a question group

To set the condition for a question group, please do the following:

1. Select the question group (not shown)
2. Click on 
3. Type in the relevance equation (see below)
4. Click on the “Save” button

    Save and close 


---

**Edit group**


English (Base language) Dutch French

**Title:**  
Patients specific questions

**Description:**



Randomization group:

Relevance equation:  
q5.NAOK=="A1" 



For question groups, you have to insert the relevance equation manually: for example, to show the question (or the group) only if the answer code "A1" was selected for the question with code q5, you would type in:

`q5.NAOK=="A1"` where q5 is the question code and A1 the answer code (.NAOK refers to the answer selected by the respondent).

## 6.2. Conditions for a question

By default, the relevance equation is set to 1, which means that the question will be shown.

There are two ways to proceed: either by manually typing the equation, or by using a "wizard".

To set up the equation manually, edit the question (or the group) and type in the equation in the text box below "Relevance equation". (see section 6.1)



If you want to set the condition with the wizard:

1. Select the question
2. Click on **Set conditions** to enter the condition designer

Show conditions for this question   Add and edit conditions   Copy conditions   Save and close   Close

Move to question: p1:What condition are you suffering from?

---

Conditions designer   Quick-add conditions

Only show question **p1: What condition are you suffering from?** if:

This question is always shown.

---

**Add condition**

Scenario

Default scenario   Add scenario

Comparison operator

equals

Question

Previous questions   Survey participant attributes

q3:M2: [Monday 14:00][Single checkbox] When would it suit you better?  
q3:M1: [Monday 10:00][Single checkbox] When would it suit you better?  
q4: [RANK 1] Please rank your selection.  
q4: [RANK 2] Please rank your selection.  
q4: [RANK 3] Please rank your selection.  
q4: [RANK 4] Please rank your selection.  
q4: [RANK 5] Please rank your selection.  
q5: To which group do you belong?

Answer

Predefined   Constant   Questions   Token fields   RegExp

A1 (Patient)  
A2 (Care provider)  
A3 (Policy maker)  
(No answer)

Clear   Add condition

3. Select the previous question whose answer will decide whether to display the current question
4. Select the matching answer
5. Make sure that the comparison operator is the right one (equals in this case)



6. Click on the “Add condition” button; you will then see the condition at the top of the screen:

Only show question **p1: What condition are you suffering from?** if:

**Default scenario**

q5: To which group do you belong?(qid7606)	equals	Patient (A1)		
--	--------	--------------	---	---

7. Click on the “Save and close” button

If you return to the question, you will see the relevance equation in the question summary:

### Question summary p1 (ID: 7607)

**Question group:** Patients specific questions (ID:400)  
**Code:** p1 : (Optional question)  
**Question:** What condition are you suffering from?  
**Help:**  
**Type:** Long Free Text  
**Mandatory:** No  
**Relevance equation:** `((q5.NAOK == "A1"))`

If you want to manually modify the relevance equation, you will first have to remove all conditions with the wizard to be able to edit the equation as this appears when editing the question:

#### Relevance equation:

`( ((415872X298X7606.NAOK == "A1")) )`

Note: You can't edit the relevance equation because there are currently conditions set for this question.





### 6.3. Conditions for subquestions

It is also possible to decide when a subquestion appears or not in the list for array questions or a multiple choice questions.

#### 1. Edit the subquestions

Prévisualiser le questionnaire ▼ Prévisualiser le groupe de question ▼ Prévisualiser la question ▼ Sauvegarder  Enregistrer et fermer Fermer

---

#### Éditer les sous-questions TW3 (ID: 7410)

Français (Langue de base) Néerlandais

Position	Code	Subquestion		Filter conditionnel de l'équation	Action
☰	SQ001	Je suis favorable au télétravail		1 <span>2</span>	
☰	SQ002	Mon espace de travail à la maison me permet actuellement de travailler au calme		1	
☰	SQ003	Je suis plus productif lorsque je fais du télétravail		1	
☰	SQ004	Mon équilibre entre vie professionnelle et vie privée est meilleur lorsque je peux faire du télétravail		1	
☰	SQ005	Je souhaite que notre organisation ait l'ambition de continuer - après la crise du coronavirus - à investir dans cette autre façon de travailler. (poursuite		1	

Predefined label sets... Ajout rapide... Enregistrer comme jeu d'étiquettes

2. Insert the appropriate relevance equation
3. Click on the “Save and close” button

More information on the subject at the official documentation: [http://manual.limesurvey.org/Setting\\_conditions](http://manual.limesurvey.org/Setting_conditions)



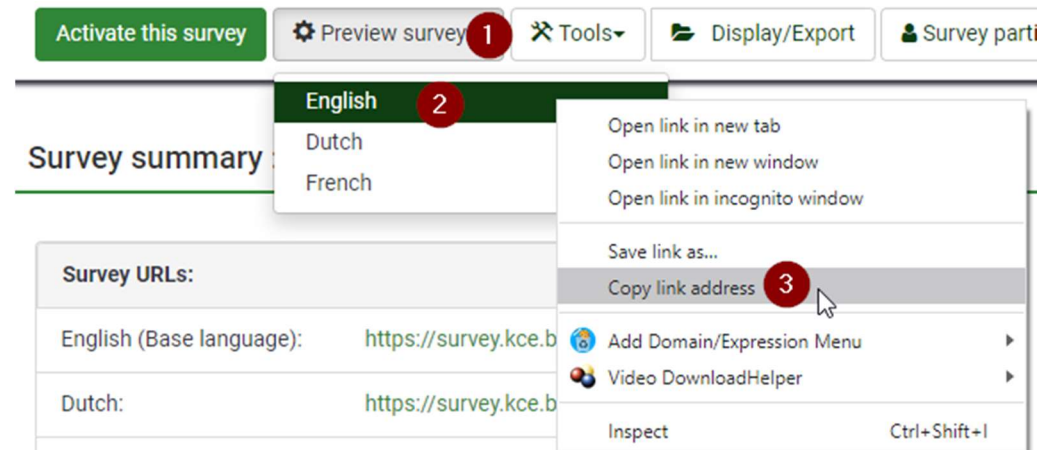
## 7. TEST YOUR SURVEY

Once you are done with your survey design, you should first test the survey yourself.

To avoid strange behaviours from LimeSurvey, it is recommended to use another browser than the one you use as survey administrator.

Then ask a few colleagues to test it before activation.

To test the survey (without recording the responses), send the URL (web address) of the survey:



1. Click on the “Preview survey” button
2. Select the language and then right-click
3. In the context menu, click on “Copy link address...” (depending on your browser, the message could vary, e.g. “Copy link location”)
4. Paste the link (Ctrl + V) in the email you will send to your colleagues

N.B.: you could also copy the survey URL (<https://survey...>), but for testing it is better to use the above method because if your colleagues make several tests in one session (without closing their browser), things could be mixed up with the survey URL only.

If the survey is not available when it is not activated, ask your LimeSurvey administrator to change the following settings to “Off”: survey preview only for administrator users:



## Global settings

Overview

General

Email settings

Bounce settings

Security

Presentation

Language

Interfaces

Storage

Survey preview only for administration users:

 Off

Filter HTML for XSS:

 On

Note: XSS filtering is always disabled for the superadministrator.

Group member can only see own group:

 Off

IFrame embedding allowed:

 Allow  Same origin

Force HTTPS:

 Don't force on/off  On  Off

Warning: Before turning on HTTPS, check if this link works.

If the link does not work and you turn on HTTPS, LimeSurvey will break and you won't be able to access it.



## 8. UPDATE YOUR SURVEY ACCORDING TO COLLECTED FEEDBACK

Once you have collected the feedback from testers, you will edit question groups, questions and answers accordingly.

Or you might want colleagues to edit the survey. In that case, you have to make sure that they have access to LimeSurvey administration and then give them permission to edit your survey.

You might also want to move some questions to another place in the survey.

### 8.1. Give permission to another user to manage the survey

The screenshot shows the LimeSurvey administration interface. On the left, there is a sidebar with two tabs: 'Settings' (highlighted with a red circle 1) and 'Structure'. Below the tabs are two sections: 'Survey settings' and 'Survey menu'. The 'Survey menu' section contains several items, with 'Survey permissions' (highlighted with a red circle 2) being the selected item. The main content area is titled 'Survey permissions' and contains two rows of settings. The first row has a 'User' dropdown menu (highlighted with a red circle 3) and an 'Add user' button (highlighted with a red circle 4). The second row has a 'User group' dropdown menu and an 'Add user group' button.


1. Click on “Settings”
2. In the Survey menu, click on “Survey permissions”
3. Select the user you wish to add
4. Click on the “Add user” button; you then get a confirmation:



## Add user

User added.

Set survey permissions **5**

- Click on the “Set survey permissions” button
- Click on  at the top of the right column to see the details

**8** Save

### Edit survey permissions for user **CASU**

	Permission	<<	Create	View/read	Update	Delete	Import	Export
Permission to create/view/update/delete assessments rules for a survey	Assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Permission to view & update the translations using the quick-translation feature	Quick translation	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Permission to create/view/update/delete quota rules for a survey	Quotas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Permission to create(data entry)/view/update/delete/import/export responses	Responses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission to view statistics	Statistics	<input checked="" type="checkbox"/>	<b>7</b>	<input checked="" type="checkbox"/>				
Permission to activate/deactivate a survey	Survey activation	<input type="checkbox"/>			<input type="checkbox"/>			
Permission to create/view/update/delete/import/export the questions, groups, answers & conditions of a survey	Survey content	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Permission to delete a survey	Survey deletion	<input type="checkbox"/>				<input type="checkbox"/>		
Permission to modify survey security settings	Survey security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Permission to view/update the survey settings including survey participants table creation	Survey settings	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Permission to view/update the survey text elements, e.g. survey title, survey description, welcome and end message	Survey text elements	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Permission to create/update/delete/import/export token entries	Tokens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





7. Select the permissions you wish to give to the user
8. When you are done, click on the “Save” button

## 8.2. Organise question groups/questions

The screenshot displays the 'Organize question groups/questions' interface. On the left, the 'Survey settings' menu is visible, with 'Settings' (1) and 'Reorder question' (2) highlighted. The main content area shows two question groups: 'Group 1' and 'Patients specific questions'. Questions are listed with drag handles (3) and a 'Save' button (4) is visible at the top right.

**Group 1**

- q2: [1] Please be more specific.
- q3: [1] When would it suit you better? (3)
- q4: [1] Please rank your selection.
- q5: [1] To which group do you belong?

**Patients specific questions**

- q1: [1] test question Test URL : <http://kce.fgov.be/>
- p1: [[[q5.NAOK == "A1")]]] What condition are you suffering from?

1. Click on “Settings” in the left menu
2. Click on “Reorder question” in the Survey menu
3. Drag and drop questions and question groups (pay attention to conditions, e.g. in the example, question p1 has to be after question q5)
4. When you are done, click on the “Save” button



## 9. ACTIVATE YOUR SURVEY

Before you activate your survey, you might want to check all settings.

When your survey is ready, you can activate it by clicking on the “Activate this survey” button:



This will show you the following screen:

### **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:

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

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.





You can then decide on some settings. If you are unsure whether you should answer “Yes”, check the Participants’ settings section.

Note: once you have activated the survey, you will not be able to add or delete questions or question groups, nor add answer options. The only thing you will still be able to do, is edit the text of the questions and responses (i.e. correct spelling or make a sentence clearer).

Once you have clicked on the “Save / Activate survey” button, you will get the following screen:

### Activate survey (415872)

---

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.

Switch to closed-access mode

No, thanks.

If you select “Switch to closed-access mode”, respondents will need a unique access code (token) that you have to send to each participant.

If you select “No, thanks”, you need only to send the URL (internet address) of the survey to allow a participant to access the survey. Once you click on it, you will be sent to the homepage of the survey, where you can see the URL you need to communicate to participants:



## Survey summary : test CAD 2 themes (copy) (ID 415872)

Survey URLs:	
English (Base language):	<a href="https://survey.kce.be/index.php/415872?lang=en">https://survey.kce.be/index.php/415872?lang=en</a>
Dutch:	<a href="https://survey.kce.be/index.php/415872?lang=nl">https://survey.kce.be/index.php/415872?lang=nl</a>
French:	<a href="https://survey.kce.be/index.php/415872?lang=fr">https://survey.kce.be/index.php/415872?lang=fr</a>
End URL:	-
Number of questions/groups:	6/2

Survey general settings:		
Administrator:	Carl Devos (carl.devos@kce.fgov.be)	
Fax to:		
Theme:	Fruity Theme (fruity)	 

Text elements:	
Description:	Test
Welcome:	Test
End message:	

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



## 10. INVITE RESPONDENTS TO PARTICIPATE

You can then invite the participants by either sending them the URL (internet address of the survey) by email, or you can let LimeSurvey do it for you (see the section Invite participants with LimeSurvey): in that case, you will have to use the tokens.

Advantages of sending yourself the invitations:

- You don't need to manage tokens in the survey
- One invitation can be shared with several persons (e.g. contact the info@ from an organisation so that it can dispatch the survey to concerned colleagues, or the invitation can be sent by a umbrella organisation to its members)

Advantages of using LimeSurvey for the invitations management:

- You can see who has answered before the end of the survey
- Reminders are sent only to those who have not answered yet
- Only one answer per respondent will be recorded



## 11. PRINT YOUR SURVEY

If some respondents cannot answer online, you can print a survey for them to fill in and insert them manually once collected.

There are two ways to print a survey: either export a PDF, or print a browser version

### 11.1. PDF printing

LimeSurvey can generate a form in PDF format:

The screenshot shows the LimeSurvey interface. On the left, there is a sidebar with a 'Settings' button highlighted in green, marked with a red circle '1'. Below it, the text 'survey settings' and 'Overview' are visible. On the right, there is a top navigation bar with several buttons: 'Stop this survey', 'Execute survey', 'Tools', 'Display/Export', 'Survey participants', and 'Responses'. The 'Display/Export' button is highlighted in grey and marked with a red circle '2'. Below the navigation bar, the text 'Survey summary : test CAD 2 themes (copy) (ID 415872)' is displayed.

1. Make sure you are in “Settings” mode
2. Click on Display/Export

The screenshot shows the 'Display/Export' dialog box. On the left, there is a list of export options: 'Survey structure (.lss)', 'Survey archive (.lsa)', 'queXML format (\*.xml)', 'queXML PDF export' (highlighted in green and marked with a red circle '3'), 'Tab-separated-values format (\*.txt)', 'Printable survey (\*.html)', and several 'Printable survey' options in different languages. On the right, the 'Export type' is set to 'queXML PDF export'. Below this, there is a description of queXML and a warning that it is not suitable for backing up a LimeSurvey survey. At the bottom right, there are 'Close' and 'Export' buttons, with the 'Export' button marked with a red circle '4'.

3. Select “queXML PDF export
4. Click on the “Export” button



Language selection

English 5

Style:

```
td.questionTitle {font-weight:bold; font-size:12pt;}
td.questionTitleSkipTo {font-weight:bold; font-size:16pt;}
td.questionText {font-weight:bold; font-size:12pt;}
td.questionSpecifier {font-weight:normal; font-size:12pt;}
td.vasLabel {font-weight:bold; font-size:10pt; text-align:center;}
td.questionHelp {font-weight:normal; text-align:right; font-style:italic; font-size:8pt;}
td.questionHelpAfter {text-align:center; font-weight:bold; font-size:10pt;}
td.questionHelpBefore {text-align:center; font-weight:bold; font-size:12pt;}
td.responseAboveText {font-weight:normal; font-style:normal; text-align:left; font-size:12pt;}
td.matrixResponseGroupLabel {font-weight:normal; font-style:normal; text-align:left; font-size:12pt;}
span.sectionTitle {font-size:18pt; font-weight:bold;}
```

Minimum height of single choice answer boxes

9

Minimum height of subquestion items

10.5

Margin before questionnaireinfo element (mm)

5

Answer option / subquestion font size

10

Answer label font size (normal)

7.5

Answer label font size (small)

6.5

Minimum section height (mm)

18

Background colour for sections (0 black - 255 white)

221

Background colour for questions (0 black - 255 white)

241

Allow array style questions to be split over multiple pages

Yes

Allow single choice questions to be split over multiple pages

Yes

Allow multiple short text / numeric questions to be split over multiple pages

Yes

Allow slider questions to be split over multiple pages

Yes

Page orientation:

Portrait  Landscape

Page format:

A4  A3  US Letter

Edge detection format:

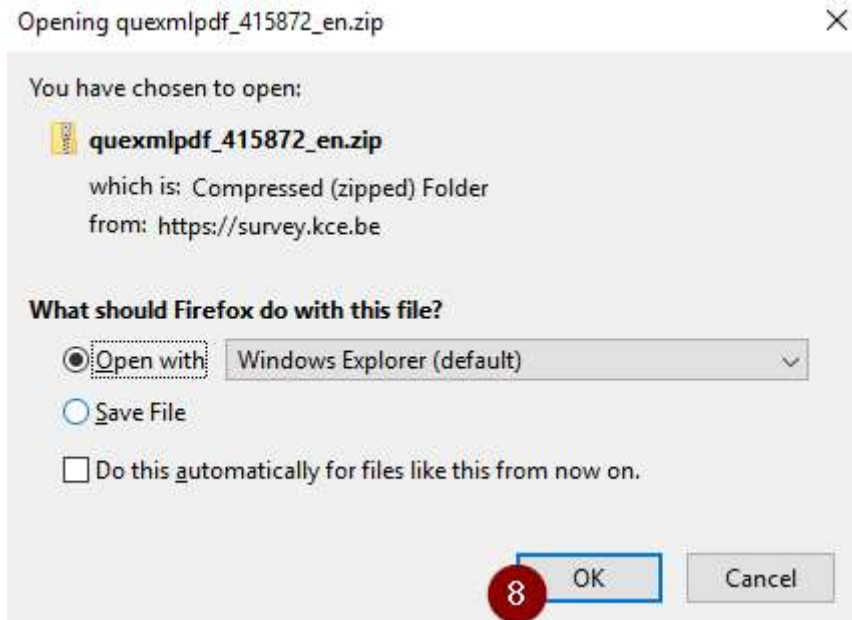
Corner lines  Corner boxes

Reset to default settings:





7

6

5. Select the language
6. Optional: change the settings (page format, etc.)
7. Click on the "queXML PDF export" button



8. Make sure that your browser proposes to open the file, then click on the “OK” button

Name	Type	Compressed size
 quexf_banding_415872_en.xml	XML Document	2 KB
 quexml_415872_en.xml	XML Document	1 KB
 quexmlpdf_415872_en.pdf	PDF Document	4 072 KB
 quexmlpdf_style_415872_en.xml	XML Document	1 KB
 readme.txt	TXT File	1 KB

9. In Windows explorer, select the PDF file and double click on it to open it, then save it



## 11.2. Display printing

Survey summary : test CAD 2 themes (copy) (ID 415872)

1. Make sure you are in “Settings” mode
2. Click on Display/Export

**Display/Export**

Survey structure (.lss)
Survey archive (.lsa)
queXML format (*.xml)
queXML PDF export
Tab-separated-values format (*.txt)
Printable survey (*.html)
---
<b>Printable survey (English) 3 &gt;</b>
Printable survey (Dutch)
Printable survey (French)

**Export type**  
**Printable survey (English)**

This will open the survey in English as a printable page in new window.

All necessary styles will be loaded, to print it just press Ctrl/Cmd+p or select print from your browser menu.

It will not contain any logic or EM-functionality, you'll have to take that into account yourself.

Close **Export 4**

3. Choose in which language you want to print it
4. Click on the “Export” button



## test CAD 2 themes (copy)

Test URL : <http://kce.fgov.be/>

5

Test URL : <http://kce.fgov.be/>

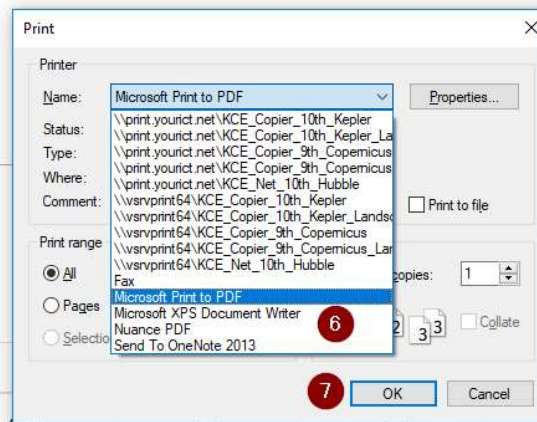
There are 6 questions in this survey.

### test question

Test URL : <http://kce.fgov.be/>

Please choose the appropriate response for each item:

	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
fruity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
vanilla	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
bootswatch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



5. The survey is displayed in your browser, press Ctrl + P to print it
6. Select the printer (or choose to print to a PDF file)
7. Click on the "OK" button





## 12. OPTIONAL: SEND REMINDER(S)

Depending on the number of answers recorded, you might want to send a reminder to participants who have not yet answered. With tokens, the reminder will be sent by LimeSurvey only to those who have not answered yet. If you manage yourself the invitations, depending on information gathered in the survey, you will be able to manually identify who has already answered or not. This could help you avoid sending a reminder to those who have already taken part in the survey.



## 13. CLOSE YOUR SURVEY

To close a survey, you have two options:

- Set the date to end the survey, see the Publication & access control section
- Manually stop the survey
  1. Click on the “stop” button of an active survey:



### Survey summary : Het gebruik van humaan polyvalente immunoglobulines in België (ID 9871)

Survey URLs:	
Dutch (Base language):	<a href="https://survey.kce.be/index.php/987122?lang=nl">https://survey.kce.be/index.php/987122?lang=nl</a>
French:	<a href="https://survey.kce.be/index.php/987122?lang=fr">https://survey.kce.be/index.php/987122?lang=fr</a>
End URL:	-
Number of questions/groups:	45/5

Text elements:
Description:
Welcome:
End message:



2. Click on the “Expire survey” button: this should be the default action

### Stop this survey(415872)

Warning: Please read this carefully before proceeding!

There are two ways to stop a survey. Please read carefully about the two options below and choose the right one for you.

#### Expiration

- No responses are lost.
- No participant information lost.
- Ability to change of questions, groups and parameters is still limited.
- An expired survey is not accessible to participants (they only see a message that the survey has expired).
- It's still possible to perform statistics on responses using LimeSurvey.

Expire survey **2**

#### Deactivation

- All responses are not accessible anymore with LimeSurvey. Your response table will be renamed to: old\_415872\_20200713141250
- All participant information is lost.
- A deactivated survey is not accessible to participants (only a message appears that they are not permitted to see this survey).
- All questions, groups and parameters are editable again.
- You should export your responses before deactivating.

Deactivate survey **3**

---

Cancel **4**

3. Click on the “Deactivate survey”: the responses and participants information are lost. This could be used e.g. after a test with colleagues (to gather feedback): you need to modify the survey before starting it for real

As you can read, it is safer to expire a survey than to deactivate it (because you would lose all responses).



## 14. RESULTS

### 14.1. View results

You can consult results while the survey is running or after it is closed. There is a tool to view the results:

The screenshot shows a navigation bar with several buttons: 'Stop this survey' (red), 'Execute survey' (gear icon), 'Tools' (wrench icon), 'Display/Export' (folder icon), 'Survey participants' (person icon), and 'Responses' (document icon). A red circle with the number '1' is next to the 'Responses' button. A dropdown menu is open under 'Responses', showing 'Responses & statistics' (with a red circle '2'), 'Data entry screen', and 'Partial (saved) responses'.

1. Click on the “Responses” button
2. Click on “Responses & statistics”: you can see the response summary:

The screenshot shows a navigation bar with several buttons: 'Summary' (list icon), 'Responses' (list icon with a dropdown arrow), 'Data entry' (list icon), 'Statistics' (bar chart icon), 'Timing statistics' (clock icon), 'Export' (download icon), 'Dutch' (with a red circle '3'), 'Partial (saved but not submitted) responses', and 'Batch deletion' (trash icon). A dropdown menu is open under 'Dutch', showing 'Dutch' and 'French'.

### Response summary

Full responses	3
Incomplete responses	2
<b>Total responses</b>	<b>5</b>

3. Click on the “Responses” button and choose in which language you want to see the questions and answers; they are now displayed as follows:



- Summary
- Responses
- Data entry
- Statistics
- Timing statistics
- Export
- Import
- View saved but not submitted responses
- Batch deletion

7

## Survey responses

Display mode:

<input type="checkbox"/>	id	seed	lastpage	completed	startlanguage	startdate Date started	datestamp Date last action
<input type="checkbox"/>				All			
<input type="checkbox"/>	2	496881940	2	✓	en	13.07.2020 14:42:18	13.07.2020 14:42:44
<input type="checkbox"/>	3	1197334260	2	✓	nl	13.07.2020 16:16:11	13.07.2020 16:16:37
<input type="checkbox"/>	4	89294128	2	✓	fr	13.07.2020 16:16:57	13.07.2020 16:17:24

Selected response(s)...

4. You can view the response in detail (in the browser or in a PDF), edit the response or delete it
5. If you want delete/export several responses, first select them
6. Then click on the “Selected response(s)...” button to select the action
7. You can also see partial responses that have not been submitted yet



## 14.2. Results analysis with LimeSurvey

For closed-ended questions, LimeSurvey can generate tables and graphics to resume the answers from the respondents. This is applicable for surveys which are running or which have been stopped.

The screenshot shows the LimeSurvey interface. On the left, there is a navigation menu with 'Settings' highlighted in green and a red circle '1' next to it. Below it, 'Survey settings' is visible with an 'Overview' link. The top navigation bar contains several buttons: 'Stop this survey', 'Execute survey', 'Tools', 'Display/Export', 'Survey participants', and 'Responses'. A red circle '2' is next to the 'Responses' button. A dropdown menu is open from the 'Responses' button, showing three options: 'Responses & statistics' (with a red circle '3'), 'Data entry screen', and 'Partial (saved) responses'. The main content area displays 'Survey summary : test CAD 2 themes (copy) (ID 415872)'.

1. Make sure you are in “Settings” mode
2. Click on the “Responses...” button
3. Click on “Responses & statistics”

The screenshot shows the 'Response summary' section of the LimeSurvey interface. At the top, there is a navigation bar with buttons for 'Summary', 'Responses', 'Data entry', 'Statistics', and 'Export'. A red circle '4' is next to the 'Statistics' button. Below the navigation bar, the 'Response summary' section is visible, with sub-sections for 'Full responses', 'Incomplete responses', and 'Total responses'.

4. In the response summary, click on the “Statistics” button



5

## Statistics

### General filters

#### Data selection

**Include:**

**View summary of all available fields:**  Off

**Subtotals based on displayed questions:**  Off

**Statistics report language:**


#### Output options

**Show text responses inline:**  Off

**Show graphs:**  Off

**Number of columns:**

**Graph labels:**

Each question has its own graph type defined in its advanced settings. 

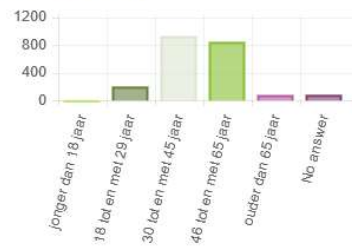
5. To get a quick overview, click on the “Simple mode” button to get the graphics:



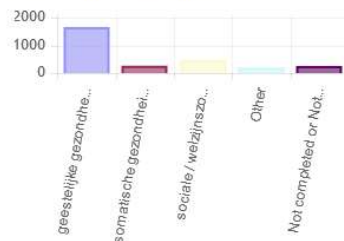
Statistics

Include: All responses  
All responses 6  
Complete only  
Incomplete only

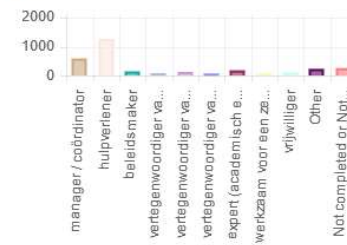
Wat is uw leeftijd?



U bent betrokken bij de...



als...



- 6. By default, all responses are included, but you can select to excluded (in)complete responses
- 7. When you are done, click on the "Close" button to go back to the main page of the survey

If you wish to have specific results only, or display figures in a table, you can use the advanced statistics mode:





6

## Statistics

### General filters ^

**Data selection**

Include: **1**  All responses  Complete only  Incomplete only

View summary of all available fields:  Off Subtotals based on displayed questions:  Off

Statistics report language: Nederlands **2**

**Response ID**

Greater than:

Less than:

**Output format**

**4**  HTML  PDF  Excel

**Output options**

Show text responses inline:  Off Show graphs: **3**  Off

Number of columns:  One  Two  Three

Graph labels:  Question code  Question text  Both

Each question has its own graph type defined in its advanced settings. Using the chart type selector you can force the graph type for all selected questions.

Chart type: As defined in question settings

**Submission date**

Equals:

Later than:

Earlier than:

### Response filters ^

Algemene vragen (Question group205) ^

**5**

"Wat is uw leeftijd?"

"Wat is uw leeftijd? U bent... - # G1Q1"

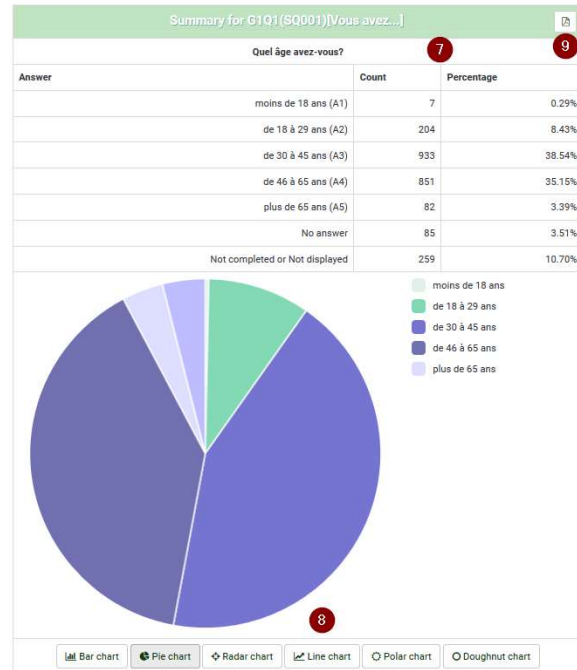
G1Q2 - "U bent betrokken bij de..."

geestelijke gezondheidszorgsector  
somatische gezondheidszorgsector  
sociale / welzijnszorgsector

1. Choose whether you want all responses, or only the (in)complete ones



2. Choose in which language to display the results
3. If you want to see the graphs, turn “Show graphs” to “On”
4. Choose the format of the output: HTML (a web page), PDF, or Excel
5. Choose which sections or which questions you would like to process
6. Click on “View statistics” when you are done



Export images 10

7. The table display the raw numbers (n) and the proportion (%)
8. You can change the type of chart to your convenience
9. By clicking on this top-right button, you will generate a PDF with the table and chart
10. Click on “Export images” if you wish to download the chart in a file



### 14.3. Insert data manually

You can insert data manually (e.g. from a paper questionnaire) as follows:

The screenshot shows a survey management interface. On the left, there is a sidebar with a 'Settings' button highlighted in green, marked with a red circle '1'. Below it, the text 'Survey settings' and an 'Overview' button are visible. The main area has a top navigation bar with buttons: 'Stop this survey', 'Execute survey', 'Tools', 'Display/Export', 'Survey participants', and 'Responses'. The 'Responses' button is marked with a red circle '2'. A dropdown menu is open from the 'Responses' button, showing three options: 'Responses & statistics', 'Data entry screen' (highlighted in green and marked with a red circle '3'), and 'Partial (saved) responses'. The main content area displays 'Survey summary : test CAD 2 themes (copy) (ID 415872)'.

1. Make sure you are in "Settings" mode
2. Click on the "Responses" button
3. Click on "Data entry screen"



Save Close

5

Data entry

test CAD 2 themes (copy)

Test URL : <http://kce.fgov.be/>

English ▾

Datestamp: 2020-07-16 15:37

IP address: NULL

Group 1

q1 test question 4

Test URL : <http://kce.fgov.be/> fruity Please choose.. ▾

4. Fill in the survey
5. Click on the "Save" button when you are done, you then see the confirmation:

Success

The entry was assigned the following record id: 5

Add another record

Return to survey administration

View this record



## 14.4. Export your results

### 14.4.1. LimeSurvey formats

You can either export the questions and answer options (in a .lss file) or export the questions, answer options and the responses (in a .lsa file, for active or expired surveys only):

test CAD 2 themes (copy) (415872)

Settings Structure

1

Survey settings

Overview

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

2

Survey summary : test CAD 2 themes (copy) (ID 415872)

1. Make sure you are in “Settings” mode
2. Click on the “Display/Export” button



## Display/Export



Survey structure (.lss)
<b>Survey archive (.lsa)</b> >
queXML format (*.xml)
queXML PDF export
Tab-separated-values format (*.txt)
Printable survey (*.html)
—
Printable survey (English)
Printable survey (Dutch)
Printable survey (French)

3

### Export type Survey archive (.lsa)

This export is intended to create a complete backup of an active survey for archival purposes.

It will include the following data in a ZIP file ending with '.lsa':

- Survey structure
- Response data (Attention: Doesn't include files uploaded in a file upload question. These have to be exported separately.)
- Survey participant data (if available)
- Timings (if activated)

4

Close

Export

1. Choose the format to export: for the structure only (not the respondents' answers), click on "Survey structure (.lss)"; for the structure and answers (for active or expired surveys), click on "Survey archive (.lsa); you can also export to a form in PDF format: "queXML PDF export"
2. Click on the "Export" button to start downloading the chosen file type

.lsa and .lss files can then be imported in any instance of LimeSurvey (e.g. on your local computer if you have a running instance).



#### 14.4.2. For use in another software

If you plan to analyse the results in another software (e.g. Excel or SAS), here is how to proceed:

The screenshot shows the survey management interface. On the left, there is a navigation menu with 'Settings' (highlighted in green and marked with a red circle '1') and 'Structure'. Below it, 'Survey settings' is visible with an 'Overview' option. The main header contains several buttons: 'Stop this survey', 'Execute survey', 'Tools', 'Display/Export', 'Survey participants', and 'Responses' (marked with a red circle '2'). The 'Responses' dropdown menu is open, showing options: 'Responses & statistics' (marked with a red circle '3'), 'Data entry screen', and 'Partial (saved) responses'. The main content area displays 'Survey summary : test CAD 2 themes (copy) (ID 415872)'.

1. Make sure you are in the “Settings” mode
2. Click on the “Responses” button
3. Click on “Responses & statistics”

The screenshot shows the 'Response summary' section. The main header contains buttons: 'Summary', 'Responses', 'Data entry', 'Statistics', 'Timing statistics', 'Export' (marked with a red circle '4'), and 'Import'. Below the 'Export' button, a dropdown menu is open, showing options: 'Export responses' (marked with a red circle '5'), 'Export responses to SPSS', and 'Export a VV survey file'. The main content area displays 'Response summary'.

4. In the response summary, click on the “Export” button
5. Click on “Export responses”



Export Close

12

## Export results

### Format

Export format:

CSV **6**  Microsoft Excel  PDF

HTML  Microsoft Word

CSV field separator:

Com

### General

Completion state:

All responses **7**

Export language:

English **8**

### Range

From:

2

to:

4

### Responses

Export responses as:

Answer codes **9**

Full answers

### Headings

Export questions as:

Question code  Abbreviated question text **10**

Full question text  Question code & question text

Strip HTML code:

On

Convert spaces in question text to underscores:

Off

Text abbreviated:

Off

Use Expression Manager code:

Off

Number of characters:

15

Code/text separator:

-

### Columns

Select columns:

**11**

- id - Response ID
- submitdate - Date submitted
- lastpage - Last page
- startlanguage - Start language
- seed - Seed
- startdate - Date started
- datestamp - Date last action
- ipaddr - IP address
- refurl - Referrer URL
- q1[SQ001] - test question Test URL ... gov.be/ (fruity)
- q1[SQ002] - test question Test URL ... gov.be/ (vanilla)

6. Choose the file format of the export (e.g. Excel, .csv)
7. Select the responses (all, complete or incomplete responses)
8. Select the language
9. Choose between “full answers” (default) or “Answer codes”
10. Choose how the questions are exported (default : full question text)
11. Select the columns (= questions) you want to export
12. Click on the “Export” button to download the file





### 14.4.3. Export a single answer in PDF

Some respondents might ask to get a copy of their answers, there are two possibilities:

Print the queXML with answers (this is only possible in the base language): click on the sheet icon when viewing the survey responses:

Summary Responses Data entry Statistics Timing statistics Export

### Survey responses

	id	seed	lastpage	completed
<input type="checkbox"/>				All
<input type="checkbox"/>	41	1214274662		x

View response details as queXML PDF

As an alternative:

1. Click on the “View response details” icon when viewing the survey responses



## Survey responses

---

< [Progress bar]

<input type="checkbox"/>	id	seed
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	41	1214274662

1 [Action icons: list, export, edit] View response details

2. Click on the "Export this response" button (not shown)



**Format**

Export format:

CSV  Microsoft Excel  PDF  HTML  Microsoft Word

CSV field separator:

Comma

**General**

Completion state:

All responses

Export language:

Dutch  Dutch  French

**Responses**

Export responses as:

Answer codes  Full answers

Convert Y to:

1

Convert N to:

2

**Headings**

Export questions as:

Question code  Abbreviated question text  Full question text  Question code & question text

Strip HTML code:

On  Off

Convert spaces in question text to underscores:

Off  On

Text abbreviated:

Off  On

Use Expression Manager code:

Off  On

Number of characters:

15

Code/text separator:

-

**Columns**

Select columns:

ID - Response ID  
 submitdate - Date submitted  
 lastpage - Last page  
 startlanguage - Start language  
 seed - Seed  
 startdate - Date started  
 datestamp - Date last action  
 ipaddr - IP address  
 returnUrl - Returner URL  
 q1 - Echterheidsnummer ziekenhuis  
 q2 - Naam ziekenhuis  
 q3 - Worden in uw ziekenhuis...a geregistreerd?  
 q4 - Hoe worden ze geregist...f elektronisch)?  
 q5 - Waarom enkel gedeeltes...f elektronisch)?  
 q6 - Waarom is er geen regis... van indicaties?  
 q7 - Indien er hierboven een...alingsproefjaar?  
 q8 - Indien de software van u...huidige methode?  
 q9[comment] - Indien de software van u...ode? (Opmerking)  
 q10 - Met betrekking tot het ca...n uw ziekenhuis?  
 q11 - Word er in uw ziekenhuis... laatste 3 jaar?

18 of 107 columns selected

3. Select "PDF" format
4. Select the language
5. Make sure that "Full answers" is selected
6. Make sure that "Full question text" is selected
7. Select the questions you want to export: select with shift + click or ctrl + click (don't select the timing variables)
8. Click on the "Export" button



## 15. TRANSLATIONS

It is possible to translate your questionnaire in other languages. First add a new language, then add the translation for each question: this can be done either question by question or with the quick translation tool.

### 15.1. Add another language

See Additional languages (section 3.1.7).

### 15.2. Translate a question

When editing questions (or groups), there is an additional tab for each other language:

Edit question: q1 (ID:6535)

English (Base language) **Dutch** **French**

Code: q1

Required

Question:

test question

General options  
Display  
Logic  
Other  
Statistics

You can click on it to write the translation (question and help), then save.



### 15.3. The quick-translation tool

This tool will enable you to translate systematically all language-dependent content. To access it:

The screenshot shows the survey management interface. On the left, the 'Settings' menu is highlighted with a red circle '1'. Below it, the 'Survey settings' section is visible, with 'Overview' highlighted with a red circle '2'. On the right, the 'Tools' button is highlighted with a red circle '3', and its dropdown menu is open, showing 'Quick-translation' highlighted with a red circle '4'. The 'Quick-translation' menu includes options for 'English', 'Dutch', and 'French', as well as 'Regenerate question codes' and 'By question group'. Below the menu, the 'Survey URLs' section is visible, showing URLs for English (Base language), Dutch, and French.

Survey URLs:	
English (Base language):	<a href="https://...872?lang=en">https://...872?lang=en</a>
Dutch:	<a href="https://...872?lang=nl">https://...872?lang=nl</a>
French:	<a href="https://...872?lang=fr">https://...872?lang=fr</a>
End URL:	-

1. Click on “Settings”
2. Click on “Overview”
3. Click on the “Tools” button
4. In the menu, click on “Quick-translation”



Save

8

## Translate survey

Translate to: Dutch 5

### Translate survey

- Survey title and description
- Welcome and end text 6
- Question groups
- Questions
- Subquestions
- Answer options
- Invitation email subject
- Reminder email subject
- Confirmation email subject
- Registration email subject

English

Dutch

test CAD 2 themes (copy)

test CAD 2 themes (copy) 7

5. Select the language you want to translate to
6. Texts are groups in several tables (title and description, welcome and end text, question groups, questions, subquestions, answer options, etc.)
7. Translate the text in a tab, then click on another tab and translate again
8. When you are done, click on the “Save” button (if the questionnaire is long, better to save after a few minutes, then continue translating)
9. To leave the translation tool, click on “Overview” in the left menu or on the “Home” icon



## 16. TOKENS

If you need to track respondents and make sure that they only answer once, you can use an identifier called a “token”: this is a code that the respondent needs to access the survey.

To enable the use of tokens:

The screenshot shows a survey management interface. On the left, there is a sidebar with a 'Settings' tab (marked with a red circle '1') and an 'Overview' sub-tab (marked with a red circle '2'). The main area shows a top navigation bar with buttons: 'Activate this survey', 'Preview survey', 'Tools', 'Display/Export', 'Survey participants' (marked with a red circle '3'), and 'Responses'. Below the navigation bar, the text 'Survey summary : test CAD 2 themes (copy) (ID 415872)' is displayed.

9. Click on “Settings”
10. Click on “Overview”
11. Click on the “Survey participants” button

**Survey participants have not been initialised for this survey.**

If you initialise a survey participants table for this survey then this survey will only be accessible to users who provide a token either manually or by URL.

Do you want to create a survey participant table for this survey?

Initialise participant tableNo, thanks.

4

12. Click on the “Initialise participant table”



**Survey participants**  
A participant table has been created for this survey. ("tokens\_415872")

[Continue](#)

**5**

13. Click on the “Continue” button, you then see the survey participants menu:

Settings

Structure

Display participants

Create... ▾

Manage attributes

Export

Invitations & reminders ▾

Generate tokens

View in CPDB

Delete participants table

---

**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
- Reorder questions/question groups
- Survey participants >

### Survey participant summary

Total records	0
Total with no unique token	0
Total invitations sent	0
Total opted out	0
Total screened out	0
Total surveys completed	0





You can then either

- Add participants manually,
- Create dummy tokens, or
- Import a comma separated values file (.csv) created with a software (e.g. a spreadsheet software, like LibreOffice or Microsoft Excel)

Example of a CSV file content to be uploaded:

```
Identificatienummer, Leeftijdscategorie, Geslacht, token  
1, 1, V, twus1  
2, 1, V, dxej2  
3, 1, V, iifc3
```

The token needs to be sent to the user in the invitation so that (s)he can gain access to the survey:

## To participate in this restricted survey, you need a valid token.

If you have been issued a token, please enter it in the box below and click continue.

\* Token:

Language:

Invitations (and reminders) can be sent and managed by LimeSurvey; you then need to have the following fields:

- Email: mandatory
- Lastname: mandatory
- Firstname: mandatory
- Token: optional (if not present, it will be added by LimeSurvey when you import the file)



- Other optional fields if needed

Example of CSV file which, once imported, allows LimeSurvey to manage invitations:

```
token;firstname;lastname;email  
FAO1000;Anne;Laurencin;anne.lau@hotmail.com  
AAW1001;Luc;Duciel;luc.duciel@gmail.com  
PKL1002;Steve;Coleman;steve.coleman@yahoo.com  
NGR1003;Pierre;Nougrini;pierre.nougrini@skynet.be  
NUS1004;Jos;Camembert;jos.camembert@telenet.be
```

The same file without the first column can also be used (but you will need to use a LimeSurvey functionality to generate the tokens, see below).

## 16.1. Import tokens from a CSV file

1. Create a CSV file with one line per respondent; if you want LimeSurvey to manage the invitations, the following variables are mandatory: firstname, lastname, email

Survey participant s	
Total records	0
Total with no unique token	0
Total invitations sent	0
Total opted out	0
Total screened out	0
Total surveys completed	0

2. In the “Survey participants” menu, click on the “Create...” icon



3. Click on “CSV file”

### Import survey participants from CSV file

---

Choose the CSV file to upload:

No file selected. **4**

Character set of the file:

(Automatic)

Separator used:

Filter blank email addresses:

On

Allow invalid email addresses:

Off

Display attribute warnings:

Off

Filter duplicate records:

On

Duplicates are determined by:

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

**5**

4. Click on the “Browse” button to select your csv file; change import options if needed (duplicate entries definition, etc.)
5. Click on the “Upload” button



## Uploaded CSV file successfully

Successfully created token entries

5 records in CSV  
5 records met minimum requirements  
5 records imported





















Browse participants

6

6. Click on the “Browse participants” button to see the participants:

Display participants Create... Manage attributes Export Invitations & reminders Generate tokens View in CPDB Delete participants table

### Survey participants

<input type="checkbox"/>	Action	ID	First name	Last name	Email address	Email status	Token	Language	Invitation sent?	Reminder sent?	Reminder count	Completed?	Uses left	Va
<input type="checkbox"/>	   	1	Anne	Laurencin	anne.lau@hotmail.com	OK	FAO1000	en	-	-	0	-	1	
<input type="checkbox"/>	   	2	Luc	Duciel	luc.duciel@gmail.com	OK	AAW1001	en	-	-	0	-	1	
<input type="checkbox"/>	   	3	Steve	Coleman	steve.coleman@yahoo.com	OK	PKL1002	en	-	-	0	-	1	
<input type="checkbox"/>	   	4	Pierre	Nougrini	pierre.nougrini@skynet.be	OK	NGR1003	en	-	-	0	-	1	
<input type="checkbox"/>	   	5	Jos	Camembert	jos.camembert@telenet.be	OK	NUS1004	en	-	-	0	-	1	

Selected participant(s)...

Displaying 1-5 of 5 result(s). 10 rows per page



If you have not put a “token” variable in your csv file, you need to generate the tokens:

Settings Structure

Display participants Create... Manage attributes Export Invitations & reminders Generate tokens View in CPDB Delete participants table

Survey settings

- Overview
- General settings
- Text elements
- Data policy settings
- Theme options
- Presentation
- Participant settings

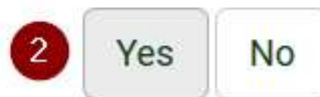
### Survey participant summary

Total records	5
Total with no unique token	5
Total invitations sent	0
Total opted out	0
Total screened out	0
Total surveys completed	0

1. Click on the “Generate tokens” button

## Create tokens

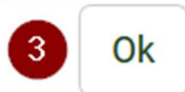
Clicking 'Yes' will generate tokens for all those in this token list that have not been issued one. Continue?



2. Click on the “Yes” button

## Create tokens

5 tokens have been created.



3. Click on the “OK” button



## 16.2. Export tokens to a CSV file

The screenshot shows a web interface for survey management. On the left is a sidebar with two sections: 'Survey settings' and 'Survey menu'. In the 'Survey settings' section, the 'Settings' item is highlighted with a red circle containing the number '1'. In the 'Survey menu' section, the 'Survey participants' item is highlighted with a red circle containing the number '2'. At the top of the main content area, there is a toolbar with several buttons: 'Display participants', 'Create...', 'Manage attributes', 'Export', 'Invitations & reminders', 'Generate tokens', and 'View in CPDB'. The 'Export' button is highlighted with a red circle containing the number '3'. Below the toolbar, the main content area displays a 'Survey participant summary' section with several summary items: 'Total records', 'Total with no unique token', 'Total invitations sent', 'Total opted out', 'Total screened out', and 'Total surveys completed'.

1. Click on “Settings”
2. Click on “Survey participants”
3. Click on the “Export” button



5 Download CSV file  
✕ Close

## Survey participant export options

### Survey status:

All tokens

### Invitation status:

All Invited Not invited

4

### Reminder status:

All Reminder(s) sent No reminder(s) sent

### Filter by language:

All

### Filter by email address:

Only export entries which contain this string in the email address.

### Delete exported participants:

Off

Warning: Deleted participants entries cannot be recovered.

4. Make a selection (all token, survey completed or not, language, etc.) if needed
5. Click on “Download CSV file”
6. Save the CSV file (not shown) on your computer



### 16.3. Change the general settings for the tokens

You might want to do the following (but it is not mandatory) before activating the survey (but you can do it afterwards too):

The screenshot shows the 'Survey participant settings' page. At the top, there are buttons for 'Activate this survey', 'Preview survey', 'Tools', 'Display/Export', 'Survey participants', 'Responses', and 'Save'. The left sidebar has 'Settings' selected. The main area has a text input for 'Set token length to:' with the value '15'. Below that are several toggle switches: 'Anonymized responses' (Off), 'Enable token-based response persistence:' (Off), 'Allow multiple responses or update responses with one token:' (Off), 'Allow public registration:' (Off), 'Use HTML format for token emails:' (On), and 'Send confirmation emails:' (On). Red circles with numbers 1-4 indicate the steps: 1. Click on 'Settings', 2. Click on 'Participant settings', 3. Switch 'Enable token-based response persistence?' to 'On', and 4. Click on the 'Save' button.

1. Click on “Settings”
2. Click on “Participant settings”
3. Switch “Enable token-based response persistence?” to “Yes” and “Allow multiple responses or update responses with one token?” to “Yes”
4. Click on the “Save” button

This way, the respondents can modify their answers any time before the survey is closed.





## 16.4. Invite participants with LimeSurvey

Once you have completed the tokens table (with a token, an email, first name and last name at least) and activated the survey, you can let LimeSurvey send the invitations for you.

The screenshot shows the LimeSurvey interface. On the left, the 'Settings' menu is open, with 'Survey participants' highlighted. In the top right, the 'Invitations & reminders' dropdown menu is open, showing options like 'Send email invitation', 'Send email reminder', 'Edit email templates', 'Start bounce processing', and 'Bounce settings'. In the center, the 'Survey participant summary' table displays the following data:

Metric	Value
Total records	5
Total with no unique token	0
Total invitations sent	0
Total opted out	0
Total screened out	0
Total surveys completed	0

1. Click on “Settings”
2. Click on “Survey participants”
3. Click on the “Invitations & reminders” button
4. Click on “Edit email templates” (see below)
5. Once you have customised the template, click on “Send email invitation”:



---

### Send email invitations

**Send invitation email to token ID(s):** 1, 2, 3, 4, 5

**Bypass token with failing email addresses:**  On

**Bypass date control before sending email:**  Off

English (Base language) **9** Dutch French

**From:**  **6**

**Subject:**  **7**

**Message:**

Dear {FIRSTNAME},

you have been invited to participate in a survey.

The survey is titled:  
"test CAD 2 themes (copy)" **8**

"Test URL : <http://kce.fgov.be>"

To participate, please click on the link below.

**10**

6. Make sure that the sender is the one you wish (e.g. your email address)
7. Modify the email subject if needed
8. Modify the email body if needed
9. Same of other languages
10. Click on the "Send invitations" button



Send invitations

11 Close

**Sending invitations...**

Invitation sent to:1: Anne Laurencin (mailto:anne.laurencin@univ-lyon1.fr)  
Invitation sent to:2: Luc Duciel (mailto:luc.duciel@univ-lyon1.fr)  
Invitation sent to:3: Steve Coleman (mailto:steve.coleman@univ-lyon1.fr)  
Invitation sent to:4: Pierre Nougrini (mailto:pierre.nougrini@univ-lyon1.fr)  
Invitation sent to:5: Jos Camembert (mailto:jos.camembert@univ-lyon1.fr)  
**All emails were sent.**

11. The emails were sent, click on the “Close” button

To edit the template, after 4 here above:



5 Save

## Edit email templates

English (Base language) Dutch French 4

Invitation 1 Reminder Confirmation Registration Basic admin notification Detailed admin notification

Invitation email subject:  
Invitation to participate in a survey 2

Invitation email body:  
Dear {FIRSTNAME}, 3  
you have been invited to participate in a survey.  
The survey is titled:  
"{SURVEYNAME}"  
"{SURVEYDESCRIPTION}"  
body

Actions:  
Validate expressions Reset this template

1. Select the type of email (invitation, reminder, confirmation, etc.) you want to customise
2. Change the email subject if needed
3. Change the email body if needed
4. Do the same for other language if applicable
5. Click on the "Save" button when you are done (i.e. types of email have been customised)

If you added some extra participants after sending the invitation, you can send invitations again: only the participants who have not received an invitation will get one.

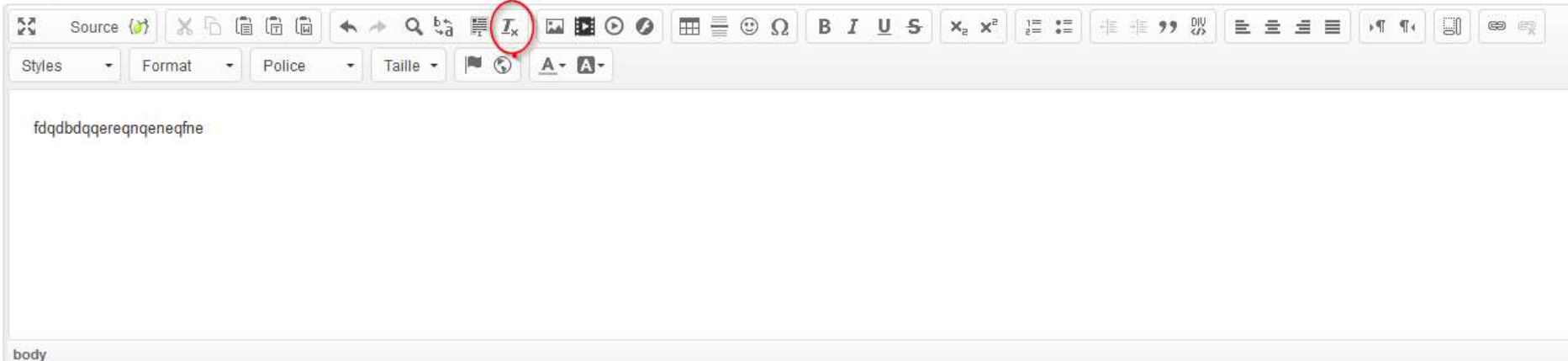


## 17. TIPS

### 17.1. Font issues

- When you add links to a website, it's not visible. While in the rest of the survey, per default the links are shown in another colour.--> underline the link to make it more visible
- When copying text from word into LimeSurvey, the lay out is not taken. (Bold etc.) Moreover, sometimes a totally different layout. First clear the style using the button and then format the text

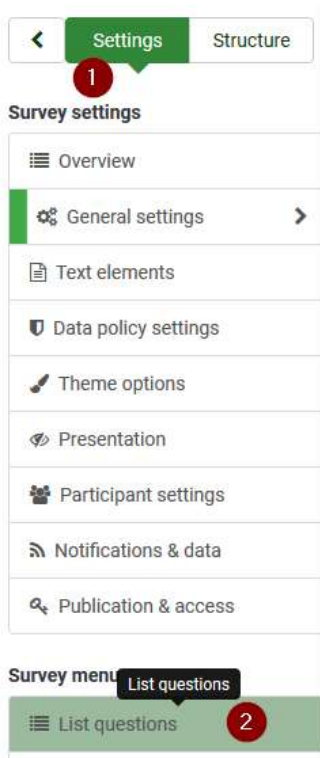
Description :



The screenshot shows the LimeSurvey editor interface. The toolbar at the top contains various icons for text formatting and editing. The 'I\_x' icon, which represents the underline function, is circled in red. Below the toolbar, there are dropdown menus for 'Styles', 'Format', 'Police', and 'Taille'. The main text area contains the placeholder text 'fdqdbdqereqneqfne'. The bottom of the editor shows the label 'body'.



## 17.2. How to change the mandatory status of several (all) questions at once



1. Click on “Settings”
2. Click on “List questions”



## Questions in this survey

<input checked="" type="checkbox"/>	Question ID	Question order	Code	Question
<input checked="" type="checkbox"/>	6535	1	q1	test question Test URL : http://kce.fgov.be/

3. Click on the top tickbox to select all questions, or select the questions whose state you wish to change

General

- Delete
- Set question group and position
- Set "Mandatory" state**
- Set CSS class
- Set statistics options

Advanced (only apply to certain question types)

- Set "Other" state
- Present subquestions/answer options in random order

Selected question(s)...

4. At the bottom of the page, click on the "Selected question(s)..." button

5. Click on "Set Mandatory state"; if you don't see this option, it is because your survey is active you must deactivate/expire your survey first.



Set "Mandatory" state

Mandatory:  Off **6**

**7**

6. Select the state you wish for all questions (mandatory[On] or optional [Off])
7. Click on the "Apply" button

### 17.3. How to insert images as answer options:

Preview survey | Preview question group | Preview question | Save | Save and close | Close

Edit answer options q10 (ID: 9465)

English (Base language) | Dutch | French

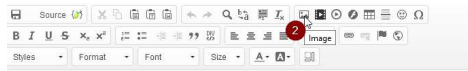
Position	Code	Answer option	Actions
☰	A1		<input type="button" value="✎"/> <input type="button" value="➕"/> <input type="button" value="✖"/>
☰	A2		<input type="button" value="✎"/> <input type="button" value="➕"/> <input type="button" value="✖"/>
☰	A3	Some example answer option	<input type="button" value="✎"/> <input type="button" value="➕"/> <input type="button" value="✖"/>

Predefined label sets... | Quick add... | Save as label set

**1**  Start HTML editor in a popup window

1. Click on the pen to start the HTML editor in a popup window





body

2. Click on the “Image” icon



**Image Properties** [X]

Image Info | Link | Advanced

URL  
/upload/surveys/415872/images/suspect.png  3

Alternative Text  
4

Width

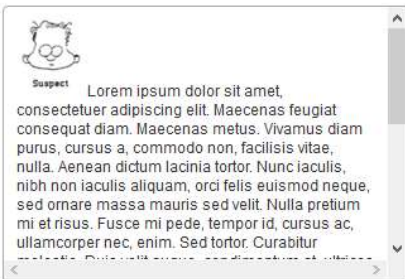
Height

Border

HSpace

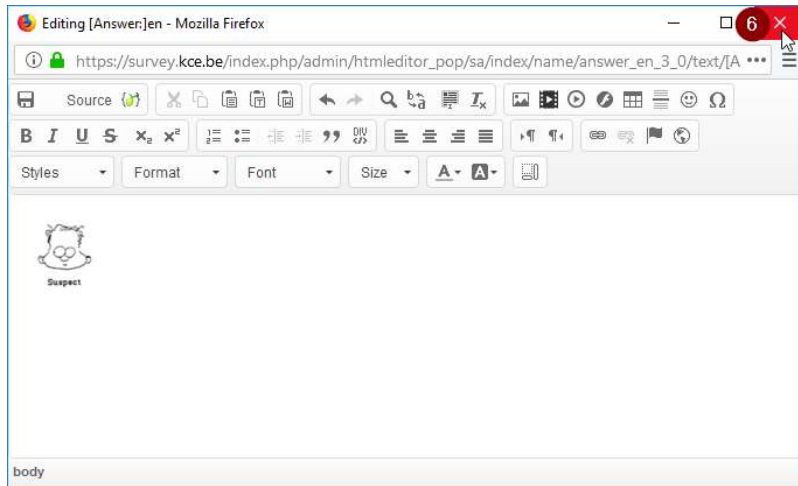
VSpace

Alignment  
<not set> ▾

Preview  


5

3. Click on the “Browse Server” button and select the image you want
4. Type in the alternative text
5. Click on the “OK” button (you might need to enlarge the window to see the “OK” button)












6. Click on the cross to close the popup window



### Edit answer options q10 (ID: 9465)

English (Base language) Dutch French

Position	Code	Answer option	Actions
☰	A1		  
☰	A2		  
☰	A3		  

Predefined label sets...

7. Repeat for other answers with other images, then when you are done, click on the “Save and Close” button





Here is how your question will look like:


- With the question type “single choice questions” > “List (radio)”:

Select an image

**!** Choose one of the following answers

  
None

  
Sad


  
Surprised


No answer


- With the question type “multiple choice”:

Select an image

**!** Check all that apply

  
None

  
Sad

  
Surprised