

# Quick Start Guide for using LimeSurvey

## NPS Resources:

NPS LimeSurvey: <https://survey.nps.edu/admin/>

NPS LimeSurvey Wiki: <https://wiki.nps.edu/pages/viewpage.action?pageId=121536596> or  
<https://wiki.nps.edu/display/IT/LimeSurvey>

**Note, NPS' version of LimeSurvey is older than the one shown in the LimeSurvey Manual images. Most actions are still the same, but there may be some differences between the two.**

## Other External Resources:

LimeSurvey: <http://www.limesurvey.org/>

LimeSurvey Online Documentation: [https://manual.limesurvey.org/LimeSurvey\\_Manual](https://manual.limesurvey.org/LimeSurvey_Manual)

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## Basic LimeSurvey Tips:

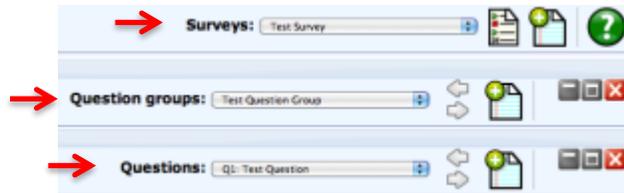
1. This guide is intended to be a quick reference only, not a complete training guide. Please refer to LimeSurvey's website for detailed information when you have questions.  
[https://manual.limesurvey.org/LimeSurvey\\_Manual](https://manual.limesurvey.org/LimeSurvey_Manual)
2. To have an account created in LimeSurvey, you will need to contact the appropriate administrator. Administrators' contact information can be found here:  
<https://wiki.nps.edu/display/IT/LimeSurvey>
3. Buttons in the images for this guide may be a little different depending on your user permissions.
4. LimeSurvey will nest similar looking **Toolbars** as you move deeper into each element of your survey. Each **Toolbar** has the name of the **Toolbar** heading on the left side of the screen.



- Click on the **Question Mark Button**  (upper right) to open the help documentation on the LimeSurvey website.



- Drop down menus can help you quickly navigate between different parts of your survey depending on which **Toolbar** you are in.



- Clicking your browser’s “Back” button is not recommended. It is better to use the drop down menus above to navigate back or between sections of the survey. LimeSurvey also does not have “Cancel” buttons. If you start something that you do not want, and want to cancel the operation, use the drop down menus or click on the **Detailed List of Surveys Button**  leave the screen that you are on.

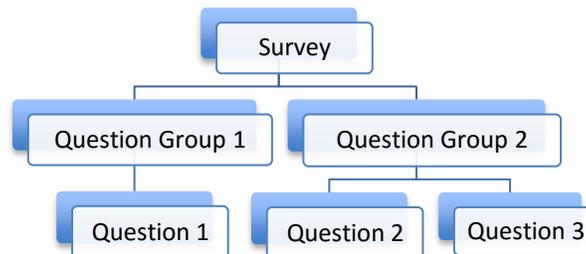
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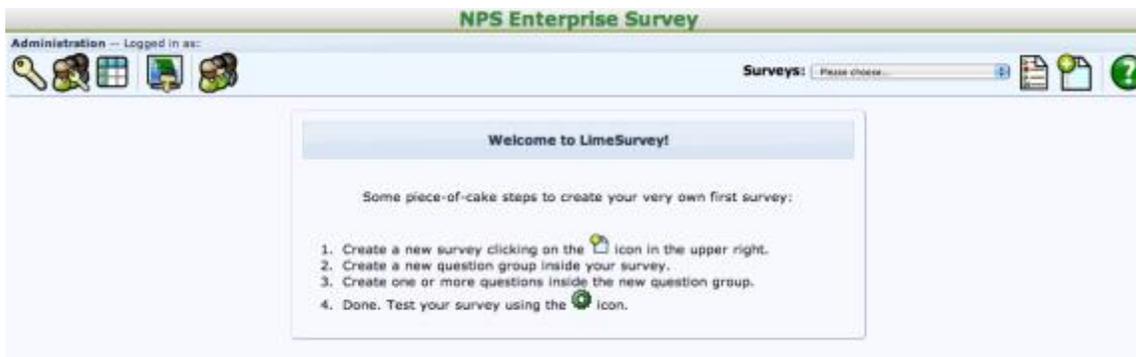
## INTRODUCTION

For an overview of basic survey elements, video tutorials, etc., go to:  
[https://manual.limesurvey.org/Creating\\_surveys\\_-\\_Introduction](https://manual.limesurvey.org/Creating_surveys_-_Introduction)

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



When you receive access to the LimeSurvey Survey website, go to <https://survey.nps.edu/admin/> and log in using your ERN credentials. Once you are logged in, you will be presented with this screen.



To start a **New Survey** click on the **Create, Import, Copy a Survey Button** (paper with the plus sign)  in the upper right hand corner.



If you have a survey and would like to return to the list of surveys, click on the **Detailed List of Surveys Button**  in the upper right hand corner.

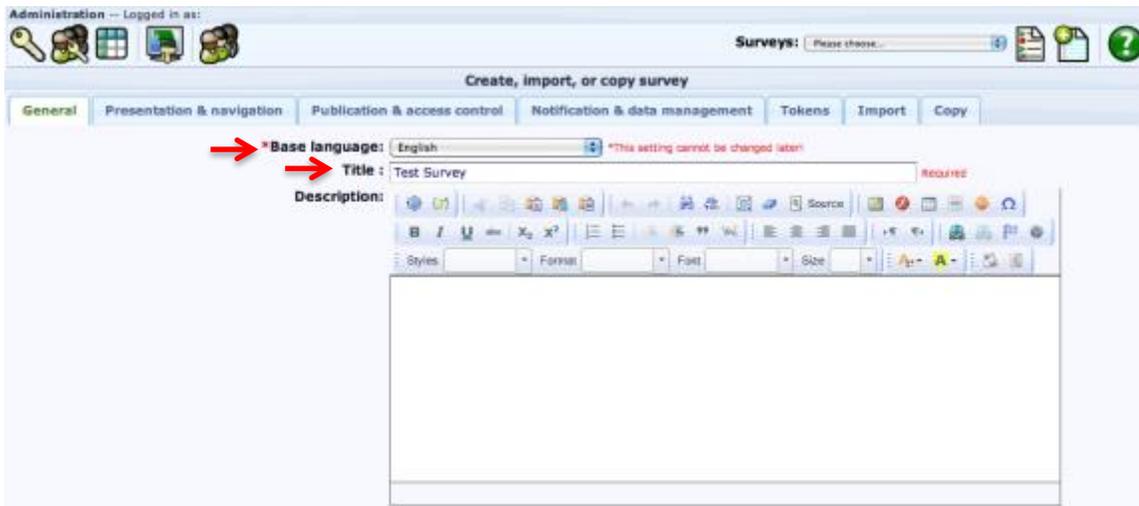


**\*Helpful Hints:** As you prepare your *Human Subjects Research* survey(s), it is recommended that you create the Informed Consent section first! Be aware, when testing your survey, the Informed Consent logic will only work when the survey is active. You may need to activate and deactivate your survey at times. Take care to note that when a survey is deactivated, the results are deleted. But when you expire a survey, you will not be able to reactivate it. You will have to export your survey and reimport it as a new survey.

## CREATE A NEW SURVEY

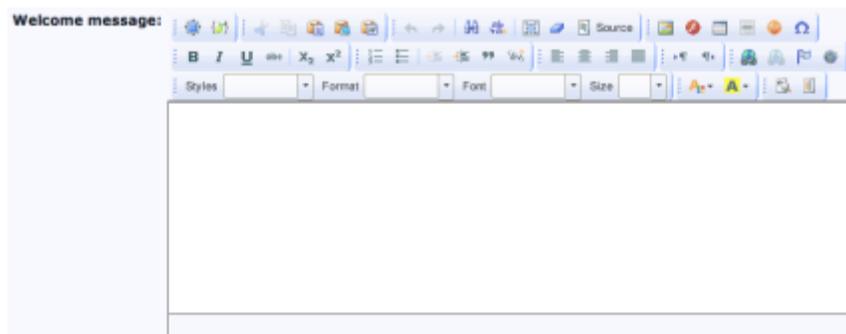
For detailed information about creating a **New Survey**, go to:  
[https://manual.limesurvey.org/Survey\\_settings](https://manual.limesurvey.org/Survey_settings)

After you click on the **Create, Import, Copy a Survey Button**, you will see the Create, Import or Copy Survey screen.



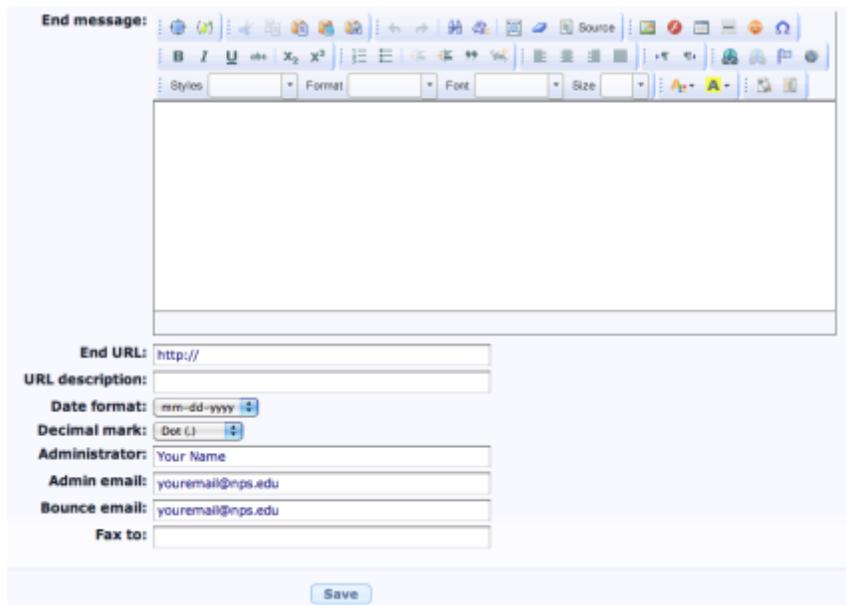
There are only two **required** fields for creating a survey, **Base Language** and **Title**. (Note: **Base Language** allows you to have multi-lingual surveys, but does not translate the survey text for you.) The **Description** field is a brief description of your survey. It is used in the system-generated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

Next you will see the **Welcome Message** field. This field will be the opening screen to your survey. You can use it to describe the purpose of your survey, general information being requested, etc.



*For Human Subjects Research, DO NOT use this field! You will be using your recruitment script as your introduction. Go to “Hiding the Introduction Page” in the **Presentation & navigation** section (next) to learn how to turn this section off on your survey.*

The **End Message** field is used at the end of the survey. In this field you can include a thank you message, instructions on how to close the browser window (if you are not using the **End URL**), etc. **End URL** will place a link on the **End Message** page for participants to click if you would like to refer them to a different website with more information about your research, NPS, etc. Use the **URL Description** field to insert text to be linked rather than just displaying the raw HTML link itself. Your **Administrator** Name and **Email** information will be automatically entered by the system.



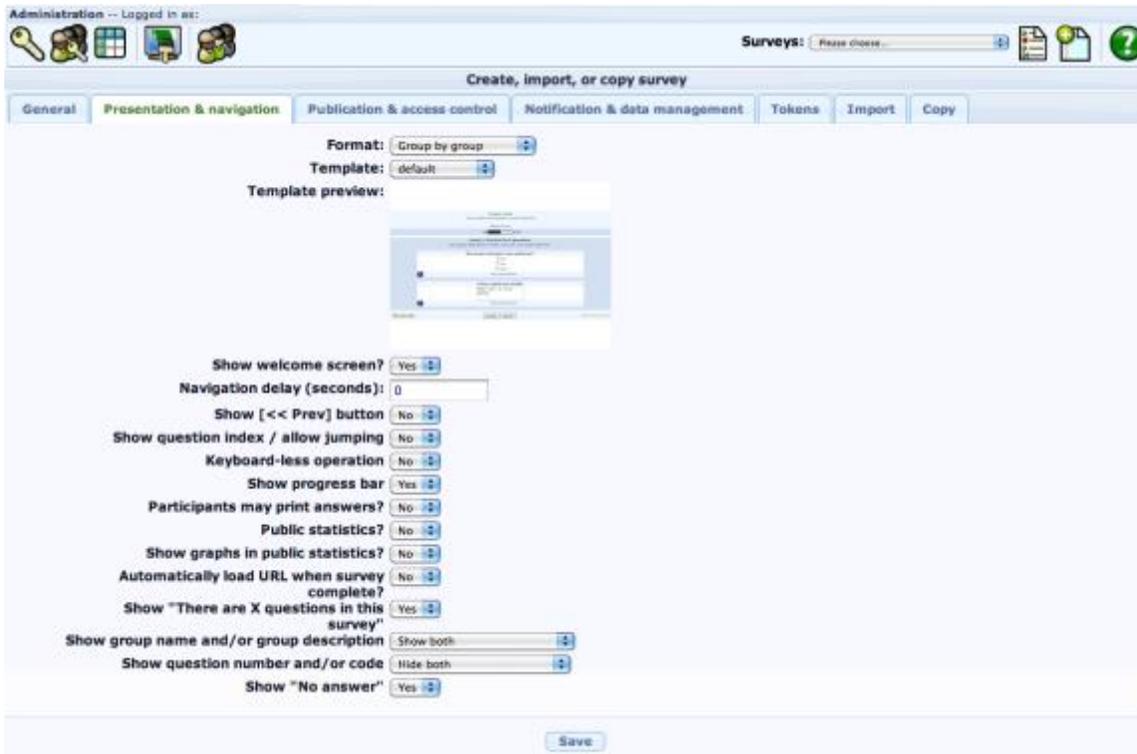
The image shows a web-based configuration form for the 'End message' field. At the top, there is a large text area for the message content, which is currently empty. Above this text area is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. Below the text area, there are several input fields and dropdown menus:

- End URL:** A text input field containing 'http://'.
- URL description:** An empty text input field.
- Date format:** A dropdown menu showing 'mm-dd-yyyy'.
- Decimal mark:** A dropdown menu showing 'Dot (.)'.
- Administrator:** A text input field containing 'Your Name'.
- Admin email:** A text input field containing 'youremail@nps.edu'.
- Bounce email:** A text input field containing 'youremail@nps.edu'.
- Fax to:** An empty text input field.

At the bottom of the form, there is a 'Save' button.

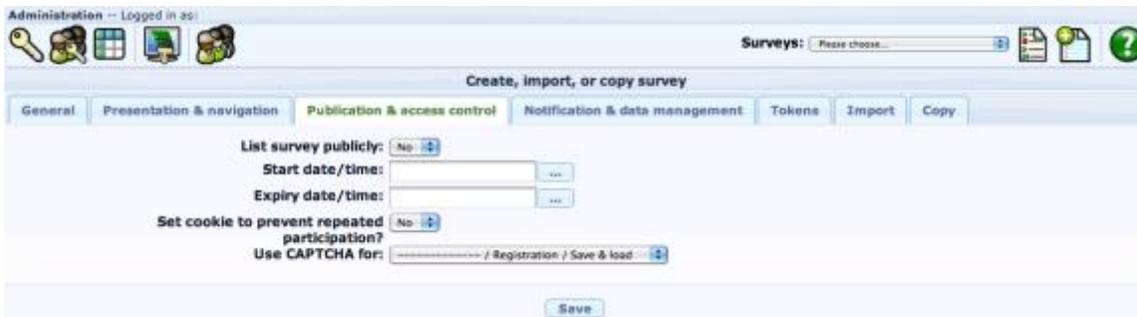
You can explore the tabs across the top of this screen for more features.

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



**\*Hiding the Introduction Page:** For Humans Subject Research, you must turn off the welcome/introduction page on your survey. LimeSurvey displays this by default, and you will need to turn it off. To do this, go to the **Presentation & Navigation** tab shown above. On this screen change the **Show welcome screen?** option to "No."

**Publication & access control** is where you choose if the survey is listed on the public survey screen (not recommended for most surveys), dates available (for automatic activation and expiration/deactivation), etc.



**\*Helpful Hints:** If you only want your survey to be available to the participants you send the link to, make sure that **List Survey Publicly** is set to “No.”

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

The screenshot shows the 'Notification & data management' settings page. At the top, there is a navigation bar with tabs for 'General', 'Presentation & navigation', 'Publication & access control', 'Notification & data management' (which is highlighted), 'Tokens', 'Import', and 'Copy'. Below the tabs, there are several settings:

- Send basic admin notification email to: [text input field]
- Send detailed admin notification email to: [text input field]
- Date stamp?: [No] (dropdown)
- Save IP address?: [No] (dropdown)
- Save referrer URL?: [No] (dropdown)
- Save timings?: [No] (dropdown)
- Enable assessment mode?: [No] (dropdown)
- Participant may save and resume later?: [Yes] (dropdown)
- Google Analytics API key for this survey?: [text input field]
- Google Analytics style for this survey?: [Do not use Google Analytics] (dropdown)

A 'Save' button is located at the bottom of the page.

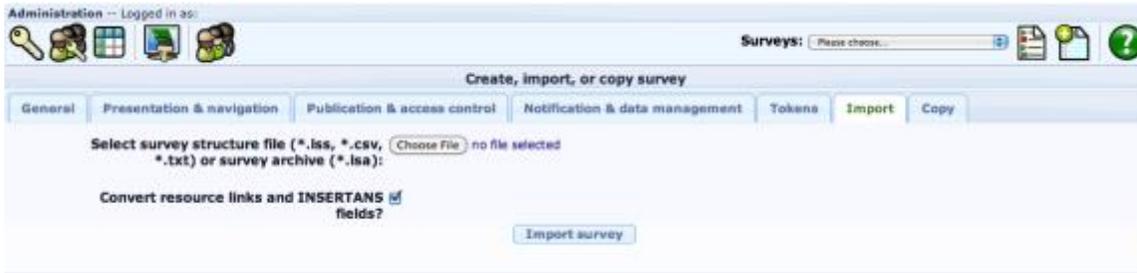
**Tokens** are used to invite specific participants to take your survey. This screen allows you to control how the tokens are used. Tokens are not needed if you plan to send out one general survey link to a group of participants. Be aware, when you **Deactivate** your survey, your **Tokens** will also be deleted.

The screenshot shows the 'Tokens' settings page. At the top, there is a navigation bar with tabs for 'General', 'Presentation & navigation', 'Publication & access control', 'Notification & data management', 'Tokens' (which is highlighted), 'Import', and 'Copy'. Below the tabs, there are several settings:

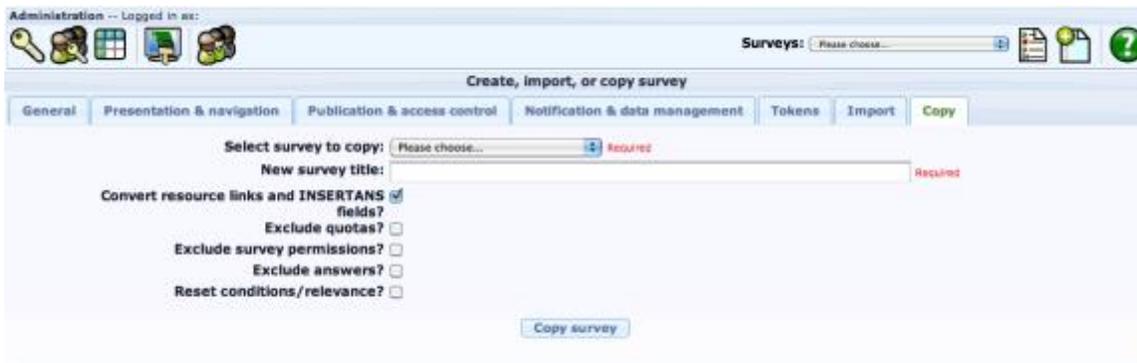
- Anonymized responses?: [No] (dropdown)
- Allow editing responses after completion?: [No] (dropdown)
- Enable token-based response persistence?: [No] (dropdown)
- Allow public registration?: [No] (dropdown)
- Use HTML format for token emails?: [Yes] (dropdown)
- Send confirmation emails?: [Yes] (dropdown)
- Set token length to: [15] (text input field)

A 'Save' button is located at the bottom of the page.

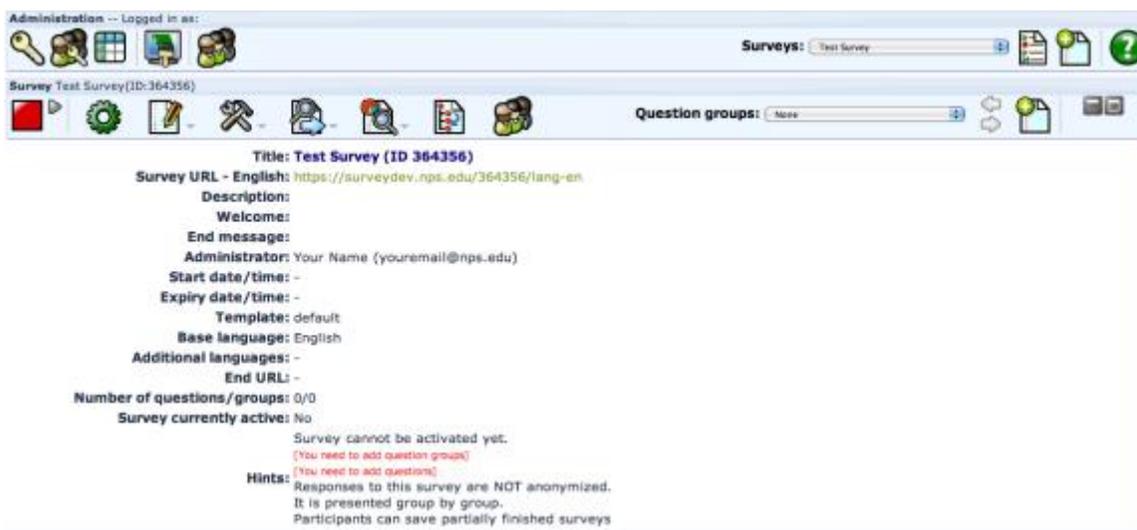
**Import** allows you to bring in past survey information in \*.lss, \*.csv and \*.txt format. Go to the LimeSurvey site for more information on how to import survey information. You can use **Import** to bring in an exported expired survey.



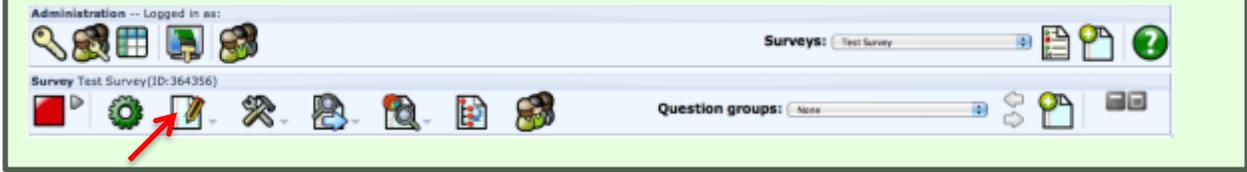
**Copy** allows you to copy a previous survey that is already in LimeSurvey for reuse. This is one method of recovering an **Expired** survey, without exporting the survey first.



When done entering information click **Save** at the bottom of the screen (or **Import Survey/Copy Survey** as appropriate).



**\*Helpful Hints:** If you ever need to return to these settings, you can find them under the **Survey Properties Button** -> **General Settings**. Tabs above are available except for **Import** and **Copy**, along with a few other settings.



## ADDING OTHER USERS TO YOUR SURVEY

If you are working with a group of researchers, or have an advisor that will be working with you on your research, you will need to add other users to your survey. When everyone has an account, go to the **Survey Properties Button** -> **Survey Permissions**. You do not need to do this for your survey participants, only collaborators.



**\*Helpful Hints:** Each group member will need to have accounts added by the appropriate LimeSurvey administrator. If you have a large group of collaborators on your survey, please contact your administrator for assistance on creating a user group and then granting the group permission to access your survey.

From here, you will use the drop down menus to choose users in the system and then click **Add User Button**.



Once added, you will need to **Set Survey Permissions** for that user by clicking the button.



Choose whatever permissions are appropriate for your situation.

|   | Permission             | <<                       | Create                   | View/read                | Update                   | Delete                   | Import                   | Export                   |
|---|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|  | Assessments            | <input type="checkbox"/> |                          |                          |
|  | Quick translation      | <input type="checkbox"/> |                          | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
|  | Quotas                 | <input type="checkbox"/> |                          |                          |
|  | Responses              | <input type="checkbox"/> |
|  | Statistics             | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |                          |                          |                          |
|  | Survey activation      | <input type="checkbox"/> |                          |                          | <input type="checkbox"/> |                          |                          |                          |
|  | Survey content         | <input type="checkbox"/> |
|  | Survey deletion        | <input type="checkbox"/> |                          |                          |                          | <input type="checkbox"/> |                          |                          |
|  | Survey locale settings | <input type="checkbox"/> |                          | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
|  | Survey security        | <input type="checkbox"/> |                          |                          |
|  | Survey settings        | <input type="checkbox"/> |                          | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
|  | Tokens                 | <input type="checkbox"/> |

[Save now](#)

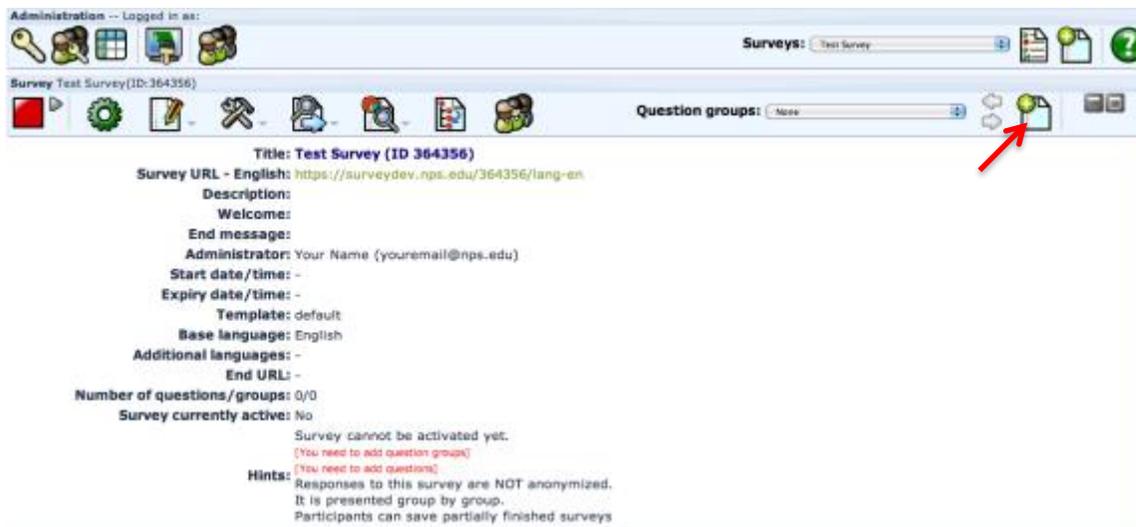
## QUESTION GROUPS

For more information on **Question Groups**, go to:

[https://manual.limesurvey.org/Creating\\_a\\_question\\_group](https://manual.limesurvey.org/Creating_a_question_group)

**\*Helpful Hints:** If you are performing **Human Subjects Research**, your first **Question Group** will be for a participant Informed Consent. Skip to the Informed Consent (page 19) section to create your first **Question Group** and Informed Consent **Question**, then return to continue adding additional **Question Groups**.

Every survey must contain at least one **Question Group**. To add a new group, go to the **Survey Toolbar**, click on the **Add New Group to Survey Button**.



The screenshot displays the Limesurvey administration interface. At the top, there is a navigation bar with icons for key, calendar, and other functions. Below this, the 'Administration -- Logged in as:' section is visible. The main content area shows the 'Survey Test Survey (ID: 364356)' configuration page. The 'Question groups' section is highlighted, and a red arrow points to the 'Add New Group to Survey Button' (a green document icon with a plus sign). The configuration details for the survey are listed below, including the title, URL, description, and various settings. A message at the bottom states: 'Survey cannot be activated yet. (You need to add question groups) (You need to add questions)'. The 'Hints' section indicates that responses are NOT anonymized and are presented group by group.

Administration -- Logged in as:

Surveys: Test Survey

Survey Test Survey (ID: 364356)

Question groups: None

Title: Test Survey (ID 364356)

Survey URL - English: <https://surveydev.nps.edu/364356/lang-en>

Description:

Welcome:

End message:

Administrator: Your Name (youremail@nps.edu)

Start date/time: -

Expiry date/time: -

Template: default

Base language: English

Additional languages: -

End URL: -

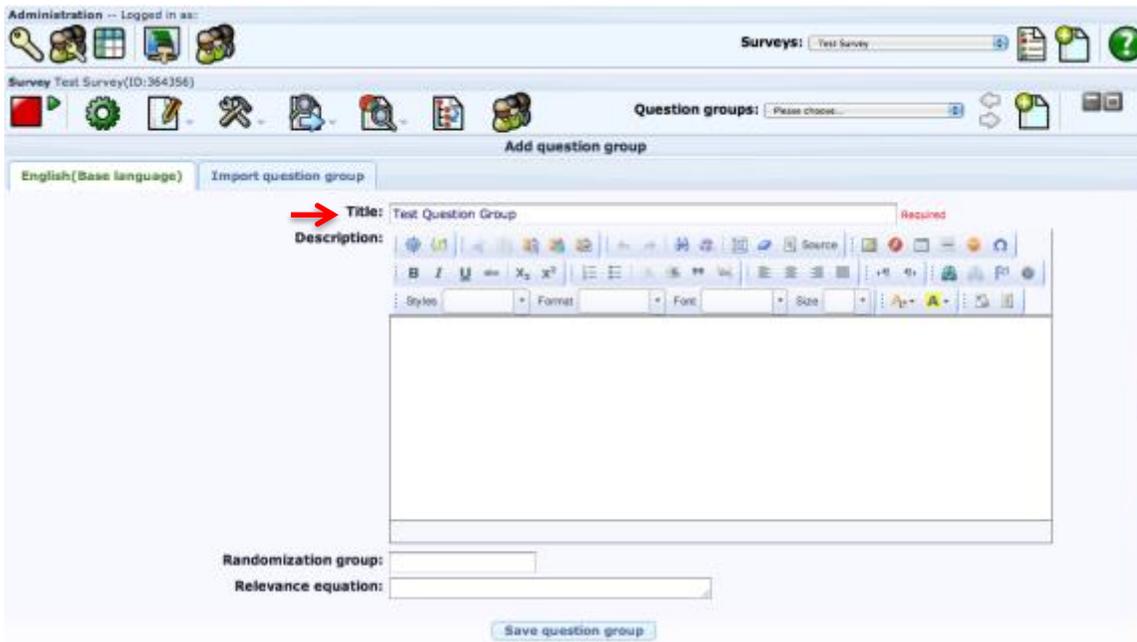
Number of questions/groups: 0/0

Survey currently active: No

Survey cannot be activated yet.  
(You need to add question groups)  
(You need to add questions)

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

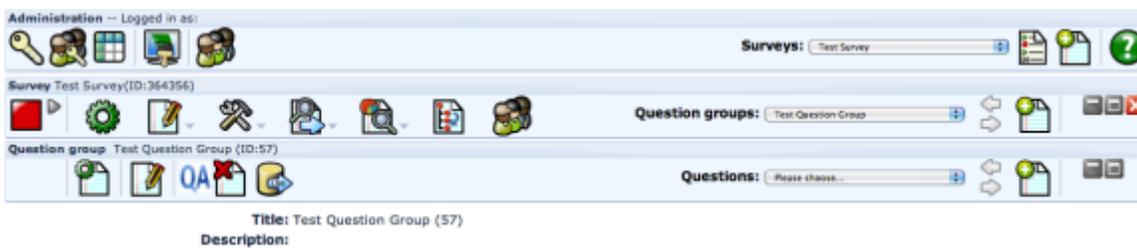
For new groups, enter the **Title (required)** and any other information you would like to add.



To import a **Question Group** exported from a previous survey, click on the **Import Question Group Tab**.



Click on **Save Question Group Button** or **Import Question Group Button** and you will have added the group to your survey.



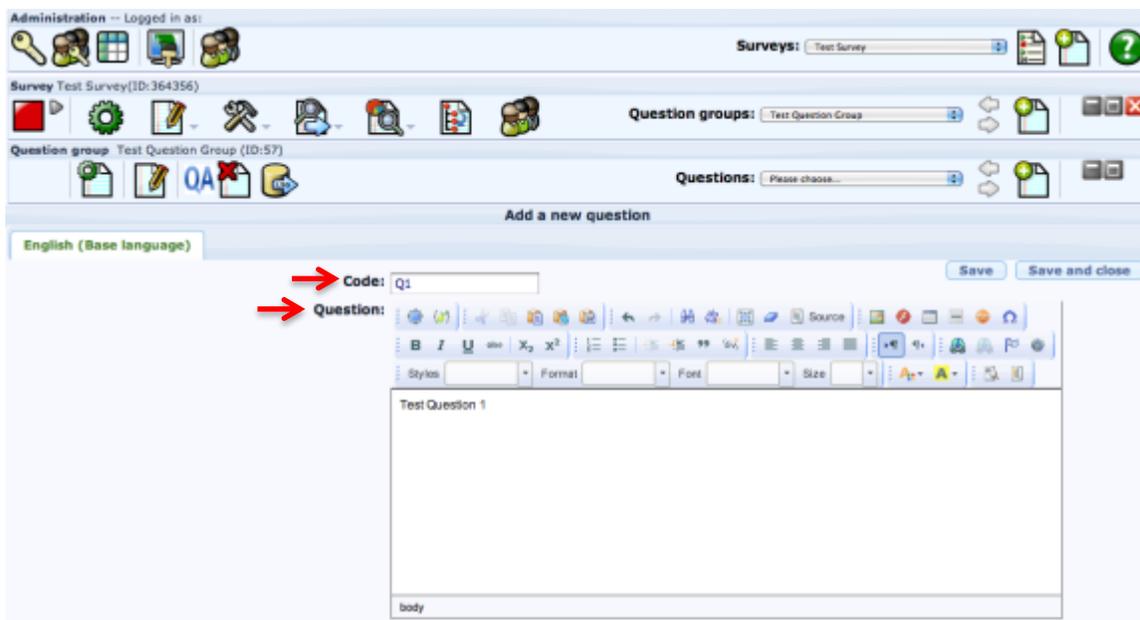
## QUESTION TYPES

For more information on **Question Types**, go to: [https://manual.limesurvey.org/Adding\\_a\\_question](https://manual.limesurvey.org/Adding_a_question)

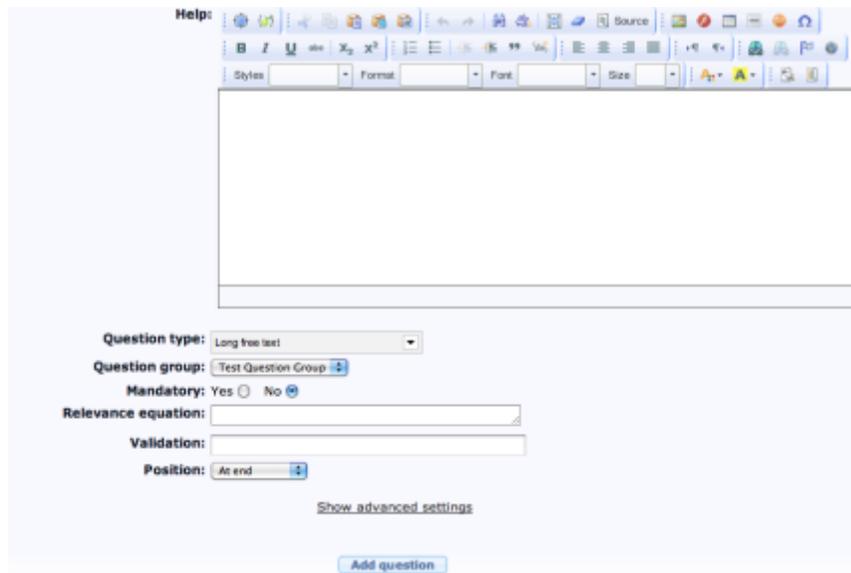
To add a new question to your **Question Group**, click the **Add New Question to Group Button**.



Enter the **Code** for the question. This can be a number, combination of characters and numbers, or text. Next, enter the **Question** text.

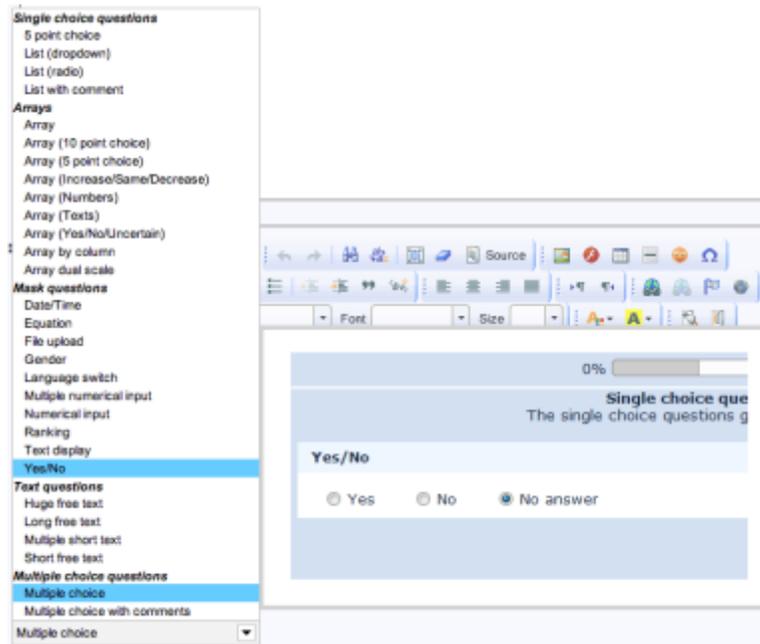


Enter any **Help** text that you would like to include for the question. The **Help Text** is visible to survey participants. Then choose the **Question Type** from the menu. If needed, you can change the **Question Group** in the next menu. For **Mandatory**, choose whether the question requires an answer to proceed. **Relevance Equation** and **Validation** can be left as entered by the system (the system will update them later if you add conditions to your question). When you have entered more than one question, you will see an additional drop down menu that allows you to change the position this question appears in the group. This option is only visible during the new question entry. You can reorder questions and groups after they have been entered. Use the Helpful Hint at the end of this section to learn how.

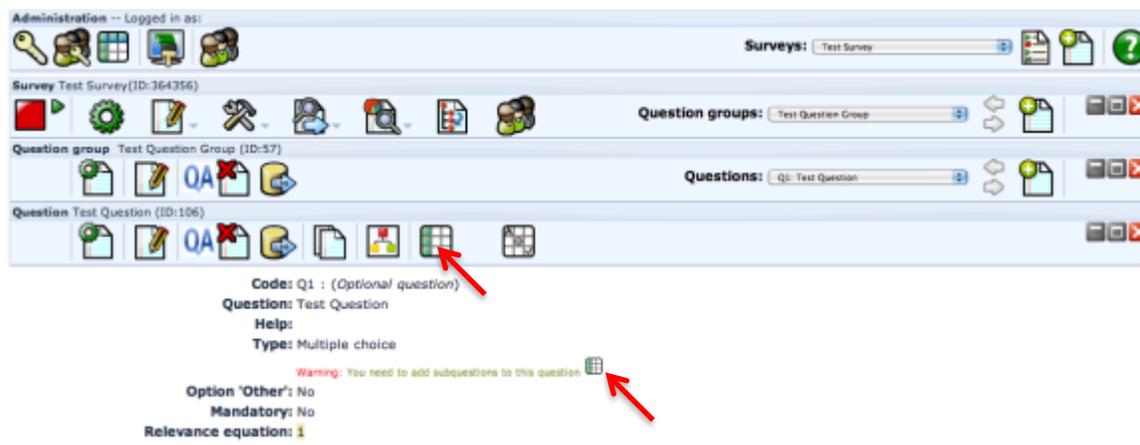


The screenshot shows a web-based form for creating a question. At the top, there is a 'Help:' label and a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other text formatting options. Below the editor is a large empty text area. Underneath the editor are several configuration fields: 'Question type:' with a dropdown menu set to 'Long free text'; 'Question group:' with a dropdown menu set to 'Test Question Group'; 'Mandatory:' with radio buttons for 'Yes' and 'No', where 'No' is selected; 'Relevance equation:' with an empty text input field; 'Validation:' with an empty text input field; and 'Position:' with a dropdown menu set to 'At end'. A link labeled 'Show advanced settings' is located below the 'Position' field. At the bottom of the form is a blue button labeled 'Add question'.

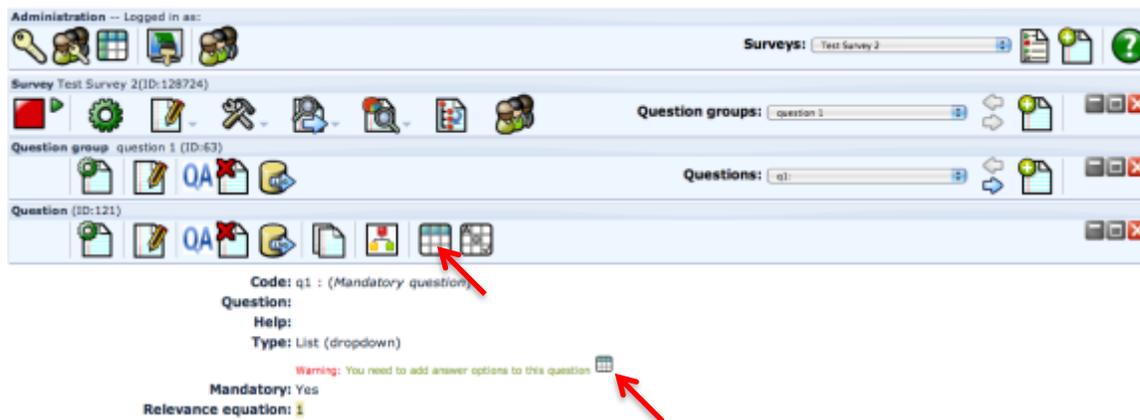
A list of all of the question types in LimeSurvey is shown below. When you hover over an option, a sample displays to the right of the menu. More information on how each question works can be found on the LimeSurvey site at: [https://manual.limesurvey.org/Question\\_types](https://manual.limesurvey.org/Question_types)



When done, click the **Add Question** or either of the **Save Buttons**. If you click **Add Question** or **Save and Close**, you should be redirected to the question screen. If not, navigate back to the question screen. For questions that require choice options, like Multiple Choice or Drop Down List, you will add answer choices by clicking either of the **Edit Subquestions for This Question Buttons** ...



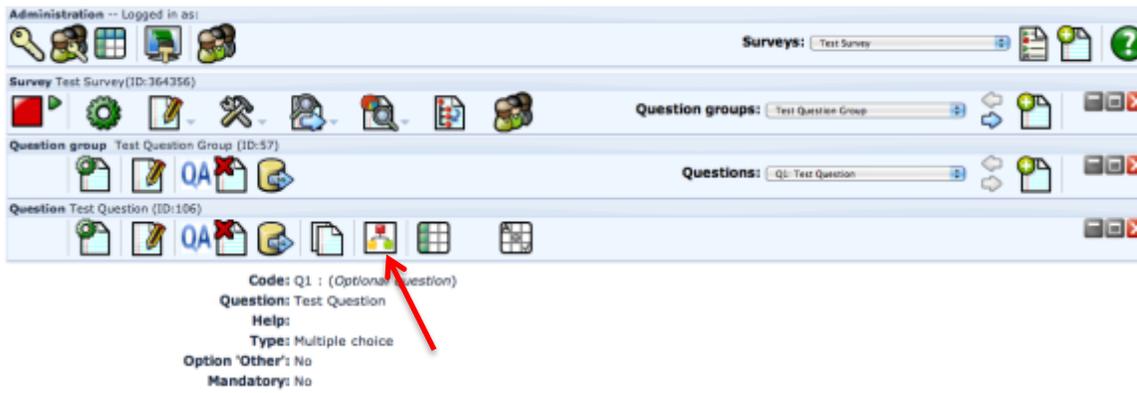
... or the **Edit Answer Options for This Question Buttons**.



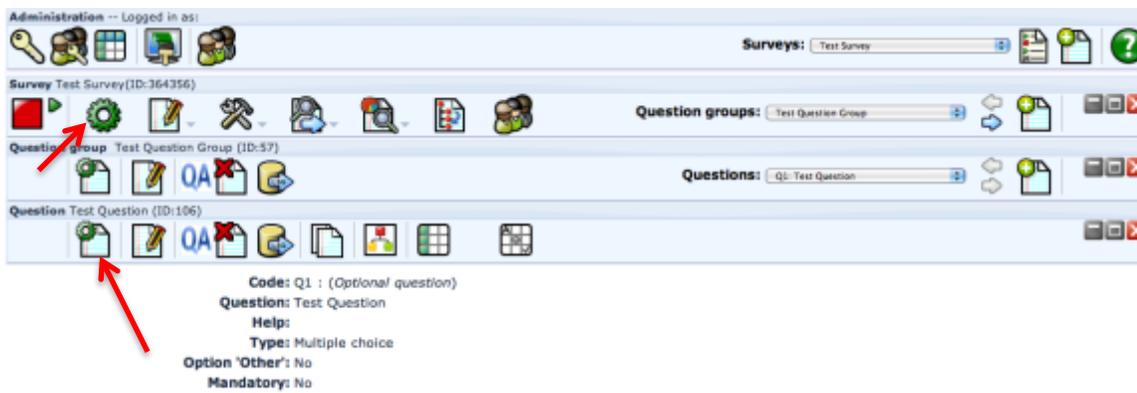
Enter the **Subquestion/Answer** text, and then click the plus sign to add more. If you want to remove an unintended answer, click the minus sign to delete it. Clicking the pencil icon next to the row will open a WYSIWYG editor for the question. When done editing, this will insert HTML code into the **Subquestion/Answer** field. Click the **Save Changes Button** when done.



Branching logic can be added by clicking the **Set Conditions for this Question Button** . For more information and instructions on how to add branching logic, go to: [https://manual.limesurvey.org/Setting\\_conditions](https://manual.limesurvey.org/Setting_conditions)



You can quickly view the entire survey by clicking on the **Test This Survey Button** on the **Survey Toolbar**. Or you can test the individual question by clicking on the **Preview This Question Button** on the **Question** or **Question Group Toolbars**.



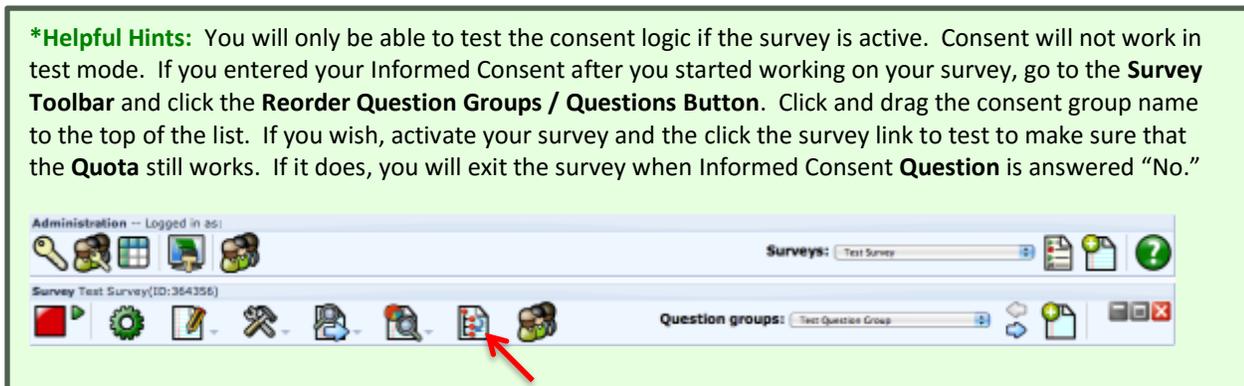
**\*Helpful Hints:** If you need to rearrange your **Questions** or **Question Groups**, use the **Reorder Question Groups / Questions Button** in the **Survey Toolbar**. You can click on the Group Name or the Question Name and drag to reorder.

The screenshot shows the 'Survey Test Survey (ID: 364356)' toolbar with a red arrow pointing to the 'Reorder Question Groups / Questions' icon (a document with a red 'X').

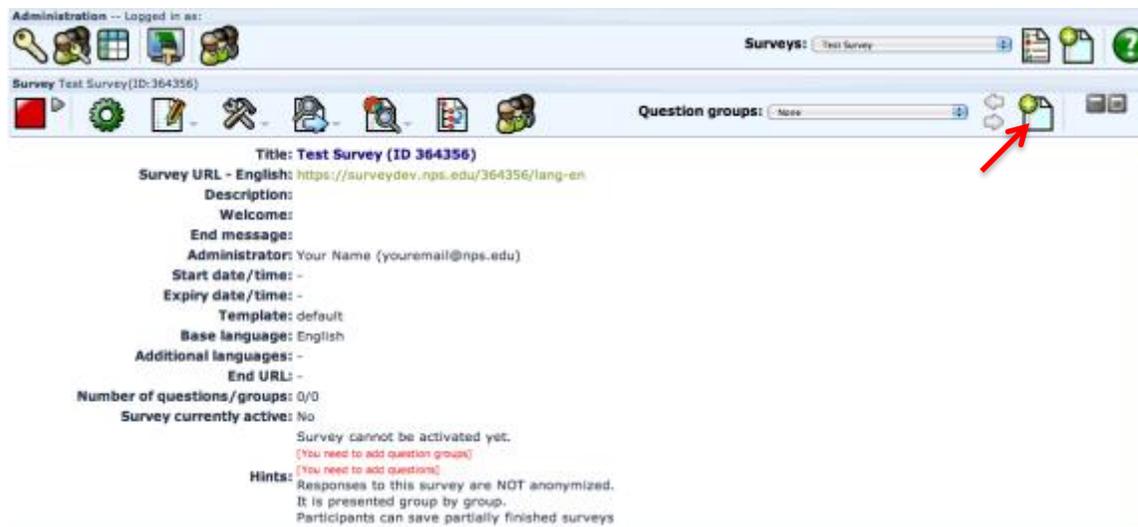
## INFORMED CONSENT & MAX RESPONSE LIMIT (HUMAN SUBJECTS RESEARCH)

For Human Subjects Research, the first question of your survey will need to include an Informed Consent **Question** for your participants. Follow these steps to create an Informed Consent **Question**. If you do this after your survey is completed, you will need to perform some extra steps to get the consent to work.

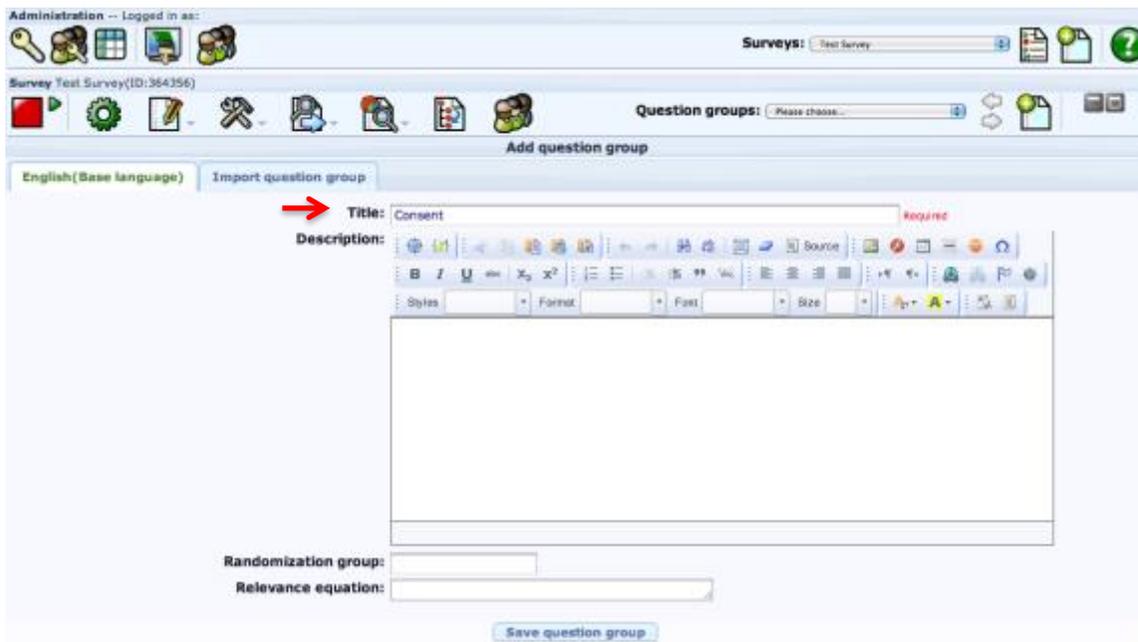
**\*Helpful Hints:** You will only be able to test the consent logic if the survey is active. Consent will not work in test mode. If you entered your Informed Consent after you started working on your survey, go to the **Survey Toolbar** and click the **Reorder Question Groups / Questions Button**. Click and drag the consent group name to the top of the list. If you wish, activate your survey and then click the survey link to test to make sure that the **Quota** still works. If it does, you will exit the survey when Informed Consent **Question** is answered "No."



Create a new group to your survey by clicking the **Add New Group to Survey Button**.



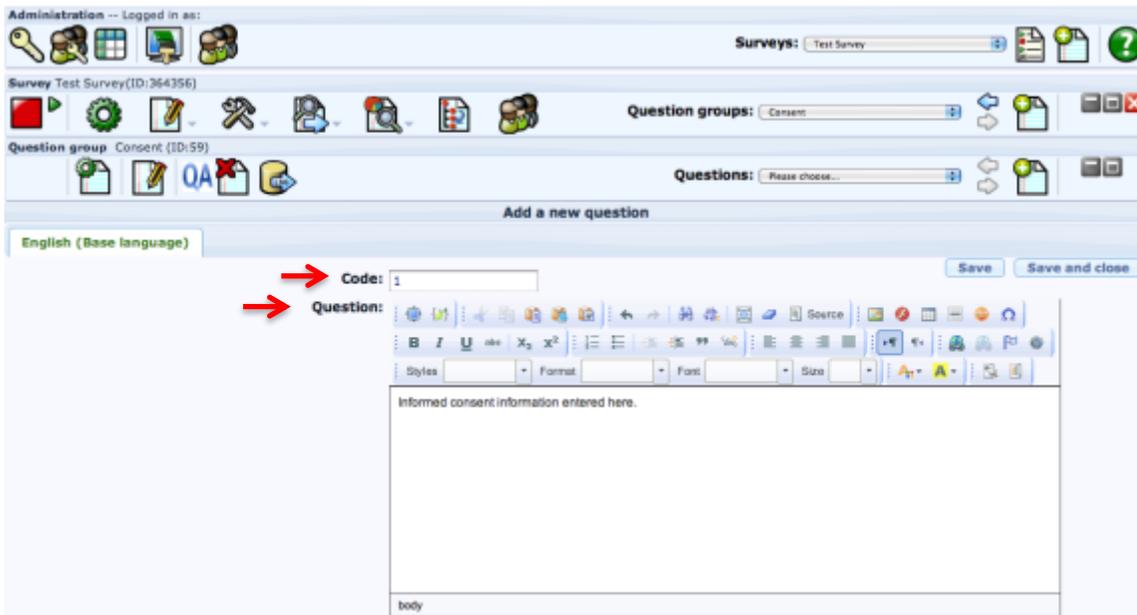
Fill in the group **Title (required)**, leave the **Description** field BLANK, and then click **Save Question Group**.



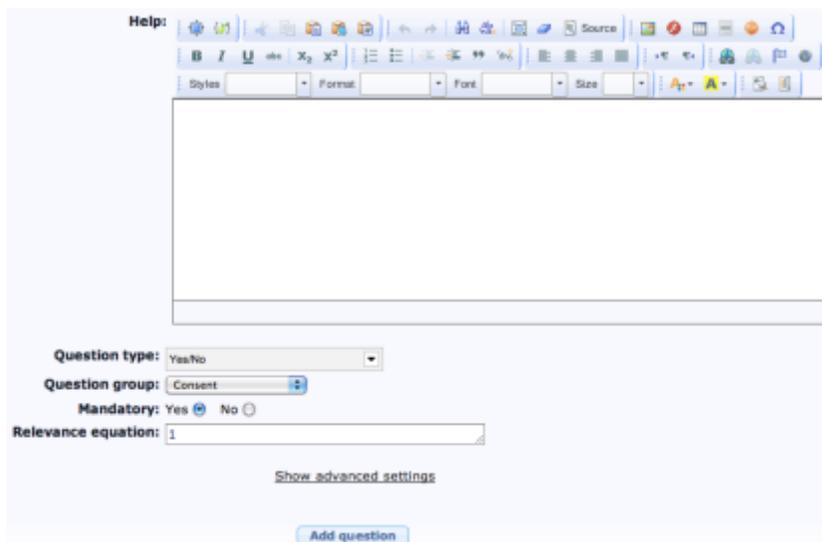
Click **Add New Question to Group Button** to add your consent statement.



Enter your question **Code** and paste your consent statement into the **Question** field.



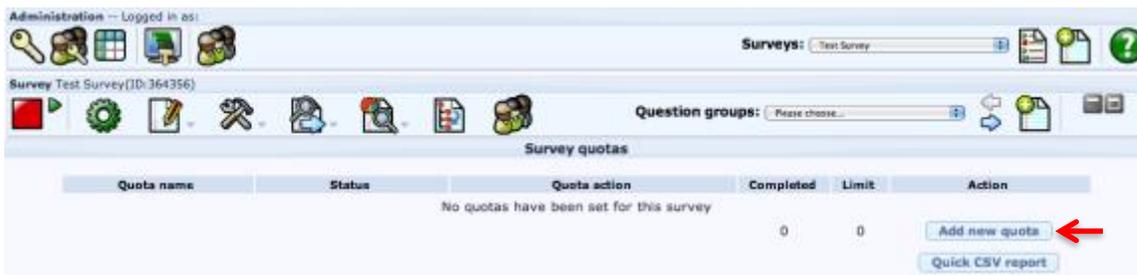
If you wish, you can enter an explanation of what the consent is for in the **Help** field. Choose **“Yes/No”** from the **Question Type** drop down menu. Change **Mandatory** to **“Yes.”** Click **Add Question**.



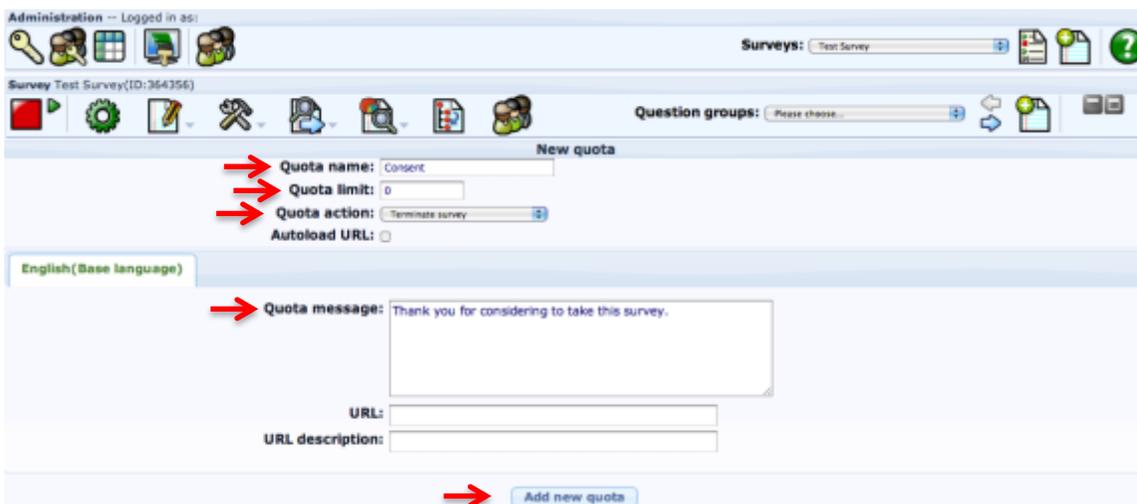
Next, go to **Survey Properties** -> **Quotas** to set the exit logic for a “No” response.



Click **Add New Quota**. (More information about **Quotas** can be found here: <https://manual.limesurvey.org/Quotas>)



Enter a **Quota Name**, “**Consent**,” and set the **Quota Limit** to “**0**.” Check to make sure that the **Quota Action** is set to “**Terminate Survey**.” Enter a message that the participant will see if they select “No” into **Quota Message**. You may also enter a link for the person to visit in the **URL** field and **URL Description** to be linked. When done, click the **Add New Quota Button**.



Next, click the **Add Answer Button**.

Administration -- Logged in as: [User Icons] Surveys: Test Survey [Icons]

Survey Test Survey(ID:364356) Question groups: Please choose... [Icons]

Survey quotas

| Quota name | Status    | Quota action     | Completed | Limit | Action  |
|------------|-----------|------------------|-----------|-------|---|
| Consent    | Active    | Terminate survey | N/A       | 0     | <a href="#">Edit</a><br><a href="#">Remove</a><br><a href="#">Add answer</a> (with red arrow) |
|            | Questions | Answers          | 0         | 0     | <a href="#">Add new quota</a><br><a href="#">Quick CSV report</a>                             |

Choose the consent **Question** in the **Select Question List** then click the **Next Button**.

Administration -- Logged in as: [User Icons] Surveys: Test Survey [Icons]

Survey Test Survey(ID:364356) Question groups: Please choose... [Icons]

Survey quota: Add answer

New answer for quota 'Consent'

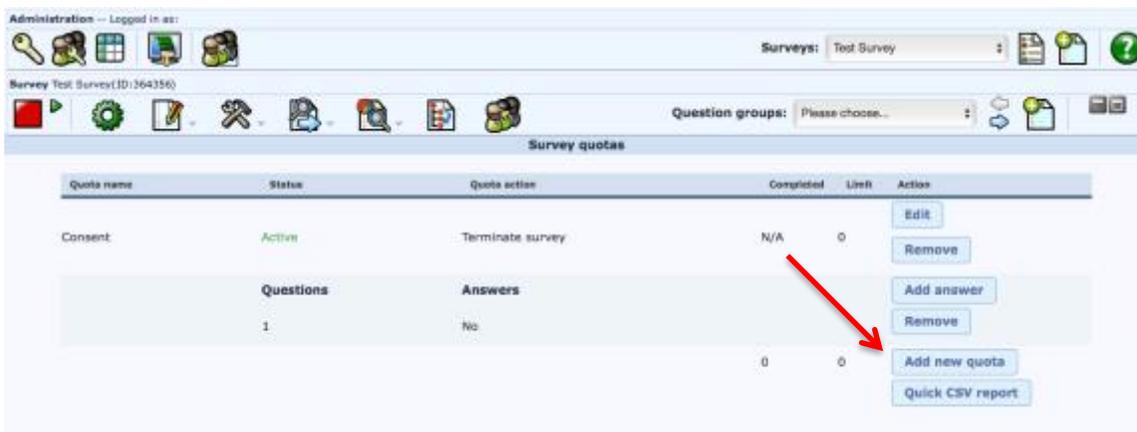
Select question: [1: Informed consent information entered her  
Q1: Test Question]

[Next](#)

Choose the "No" answer from the **Select Answer List** and click the **Next Button**.



To avoid receiving too many responses to your survey resulting in IRB non-compliance, you will also need to set a maximum limit to your survey. The *maximum threshold* for survey completion is the maximum number of participants approved in your IRB protocol. Setting the maximum number of participants will also be done with a Quota. Click **Add New Quota** again.



Enter a **Quota Name**, “**MaxAnswers**,” and set the **Quota Limit** to your max threshold. Check to make sure that the **Quota Action** is set to “**Terminate Survey With Warning**.” Enter a message that the participant will see if they select “**Yes**” after the maximum number of answers has been reached into **Quota Message**. You may also enter a link for the person to visit in the **URL** field and **URL Description** to be linked. When done, click the **Add New Quota Button**.

Administration -- Logged in as:

Surveys: Test Survey

Survey Test Survey(ID:364356)

Question groups: Please choose...

**New quota**

Quota name: MaxAnswers

Quota limit: 120

Quota action: Terminate survey with warning

Autoload URL:

English (Base language)

Quota message: Sorry your responses have exceeded a quota on this survey.

URL:

URL description:

Add new quota

Next, click the **Add Answer Button** for the new Quota.

Administration -- Logged in as:

Surveys: Test Survey

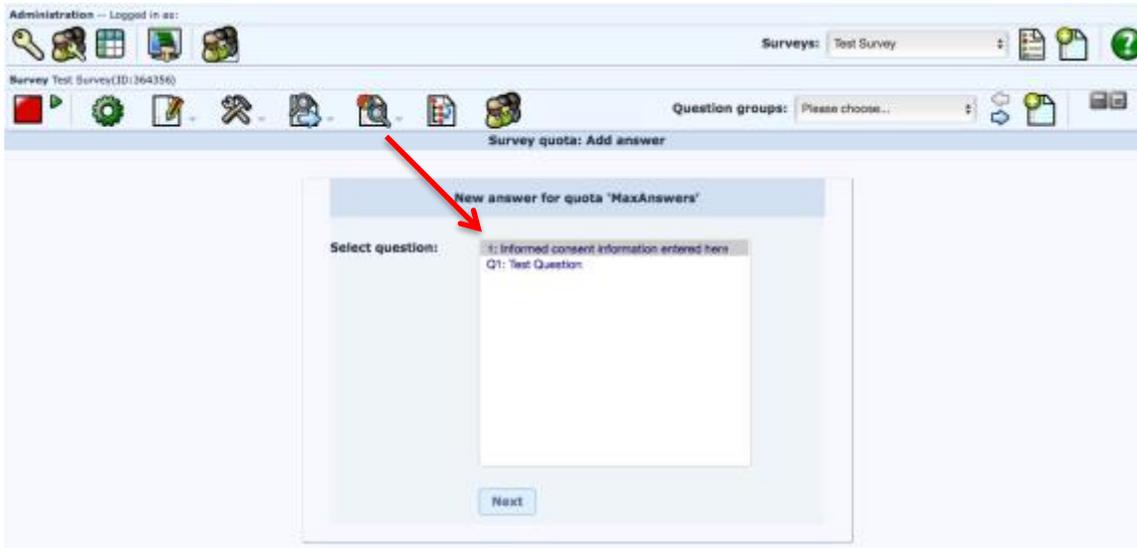
Survey Test Survey(ID:364356)

Question groups: Please choose...

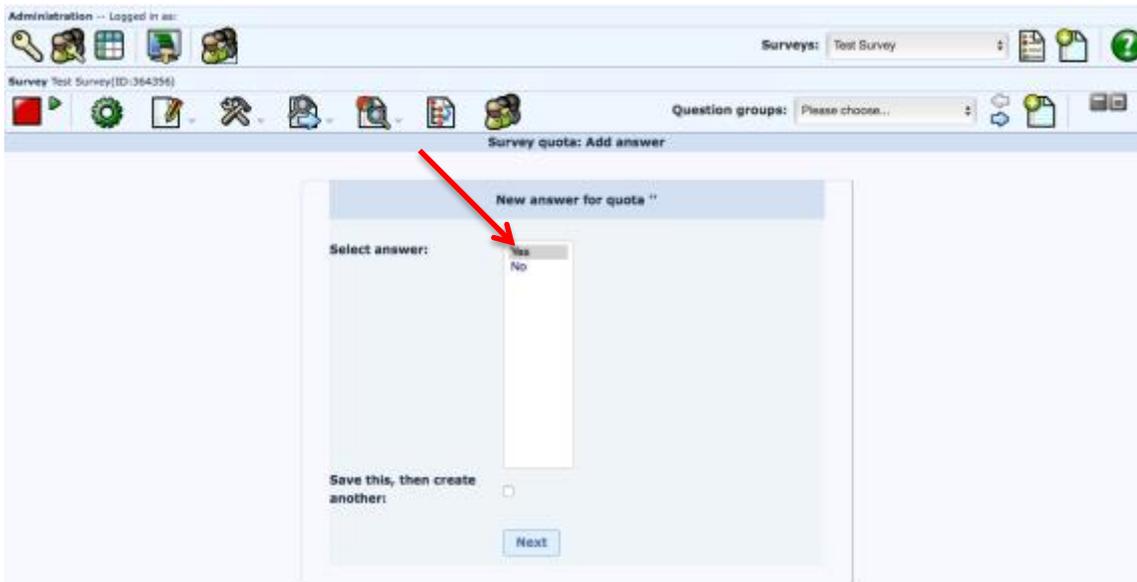
**Survey quotas**

| Quota name       | Status | Quota action                  | Completed  | Limit | Action           |
|------------------|--------|-------------------------------|------------|-------|------------------|
| Consent          | Active | Terminate survey              | N/A        | 0     | Edit             |
|                  |        |                               |            |       | Remove           |
| <b>Questions</b> |        | <b>Answers</b>                | Add answer |       |                  |
| Q3               |        | No                            | Remove     |       |                  |
| MaxAnswers       | Active | Terminate survey with warning | N/A        | 120   | Edit             |
|                  |        |                               |            |       | Remove           |
| <b>Questions</b> |        | <b>Answers</b>                | 0          | 120   | Add answer       |
|                  |        |                               |            |       | Add new quota    |
|                  |        |                               |            |       | Quick CSV report |

Choose the consent **Question** in the **Select Question List** then click the **Next Button**.



Choose the **"Yes"** answer from the **Select Answer List** and click the **Next Button**. You have now completed setting the exit logic for the Informed Consent. You can now create a new **Question Group** and add **Questions** to your survey (Page 10).



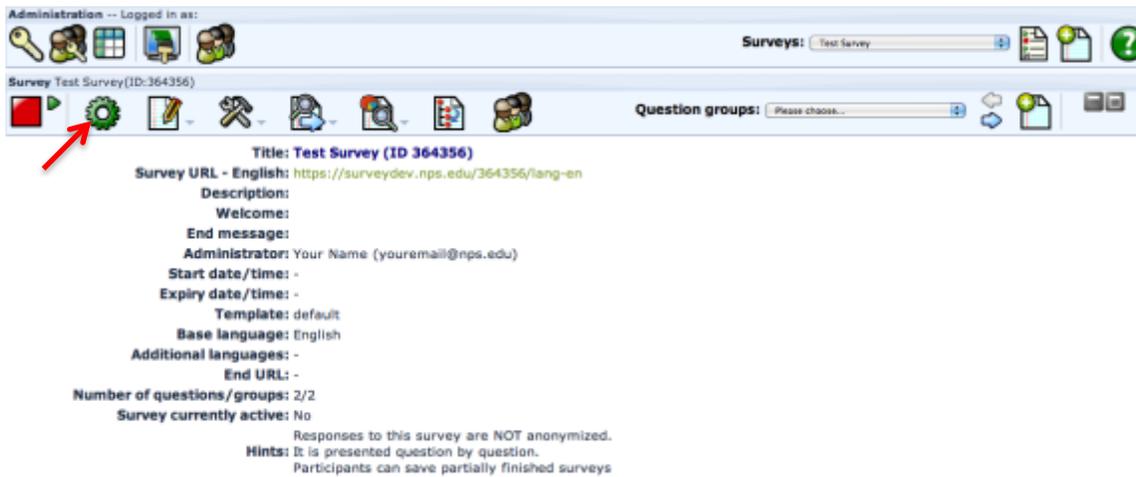
## PUBLISHING YOUR SURVEY

For more information about Managing Surveys go to:

[https://manual.limesurvey.org/Managing\\_Surveys](https://manual.limesurvey.org/Managing_Surveys)

**\*Helpful Hints:** When you are ready to launch your survey, you may perform the following steps. It is recommended that you do this if, and ONLY IF, you are ready to launch your survey. While you can practice activating/deactivating your survey during the testing phase, once your survey is truly active, you will not be able to edit the survey. If you need to change a question while the survey is active, you will have to deactivate or expire the survey. Deactivation will delete results already collected, and expiring the survey will require you to create a new survey and reimport the questions. This will also change the link to your survey. Make sure your survey is ready to go, to avoid these issues!

As you build your survey, you can easily test the entire survey by clicking on the **Test This Survey Button**.



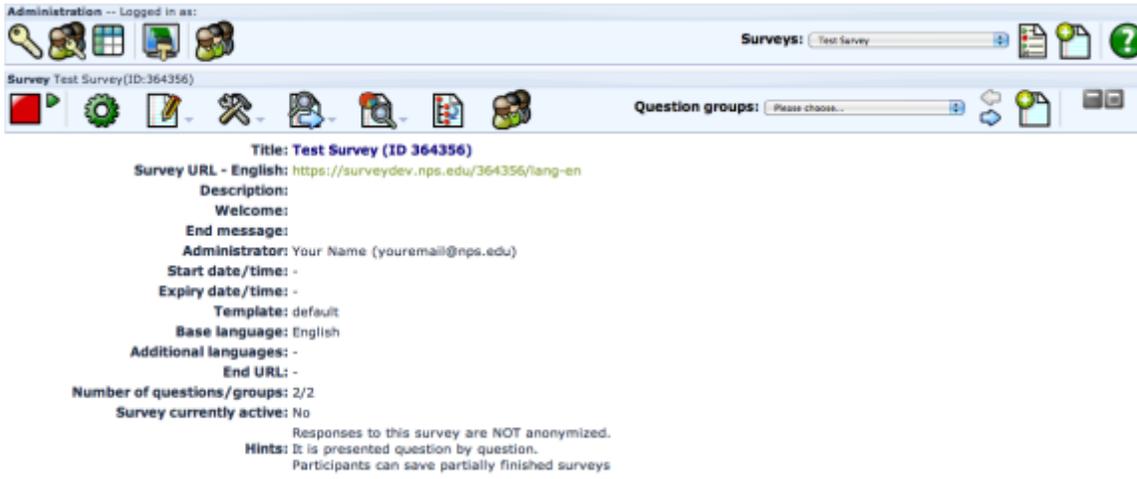
The screenshot shows the Limesurvey administration interface. At the top, there is a navigation bar with icons for Administration, Home, and other functions. Below this, there is a section for the current survey, titled "Survey Test Survey (ID:364356)". A red arrow points to a green gear icon in the toolbar, which is the "Test This Survey" button. The main content area displays the following information:

- Title:** Test Survey (ID 364356)
- Survey URL - English:** <https://surveydev.nps.edu/364356/lang-en>
- Description:**
- Welcome:**
- End message:**
- Administrator:** Your Name (youremail@nps.edu)
- Start date/time:** -
- Expiry date/time:** -
- Template:** default
- Base language:** English
- Additional languages:** -
- End URL:** -
- Number of questions/groups:** 2/2
- Survey currently active:** No

Below the main information, there are two lines of text:

- Responses to this survey are NOT anonymized.
- Hints:** It is presented question by question.  
Participants can save partially finished surveys

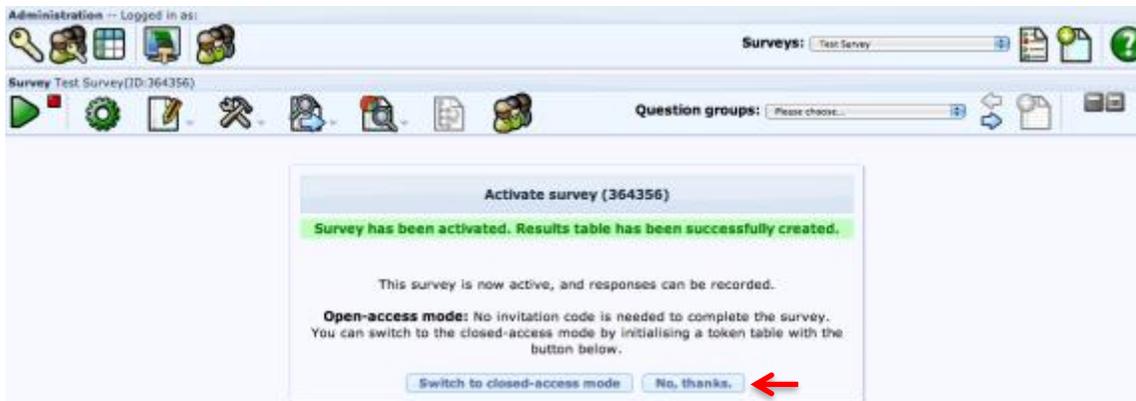
When you are satisfied with your survey, and ready to publish, click the **Activate This Survey Button** (green arrow) on the left side of the **Survey Toolbar**.



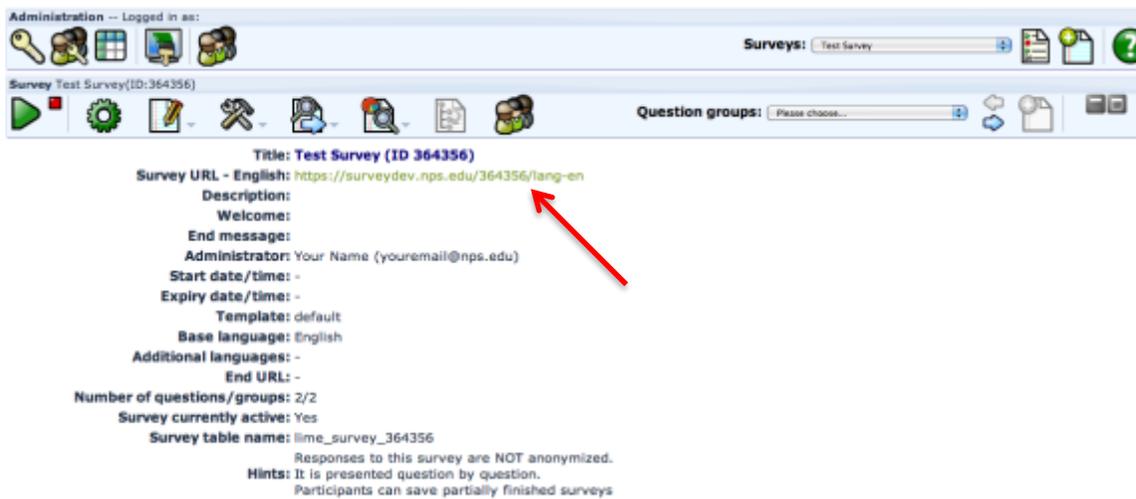
You will have one last chance to change how your survey is presented. Review the settings on this page, and click the **Save / Activate Survey Button** if you are ready to launch your survey.



If you have selected an open survey, LimeSurvey will ask you if you would like to change to Closed-Access Mode and use Tokens instead. (For more information on Tokens, see: [https://manual.limesurvey.org/Survey\\_participants](https://manual.limesurvey.org/Survey_participants).) If you do not wish to use tokens, click **No, Thanks**.



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



## EXPIRING / DEACTIVATING YOUR SURVEY

For more information on **Deactivating Your Survey**, go to:

[https://manual.limesurvey.org/Closing\\_a\\_survey](https://manual.limesurvey.org/Closing_a_survey)

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

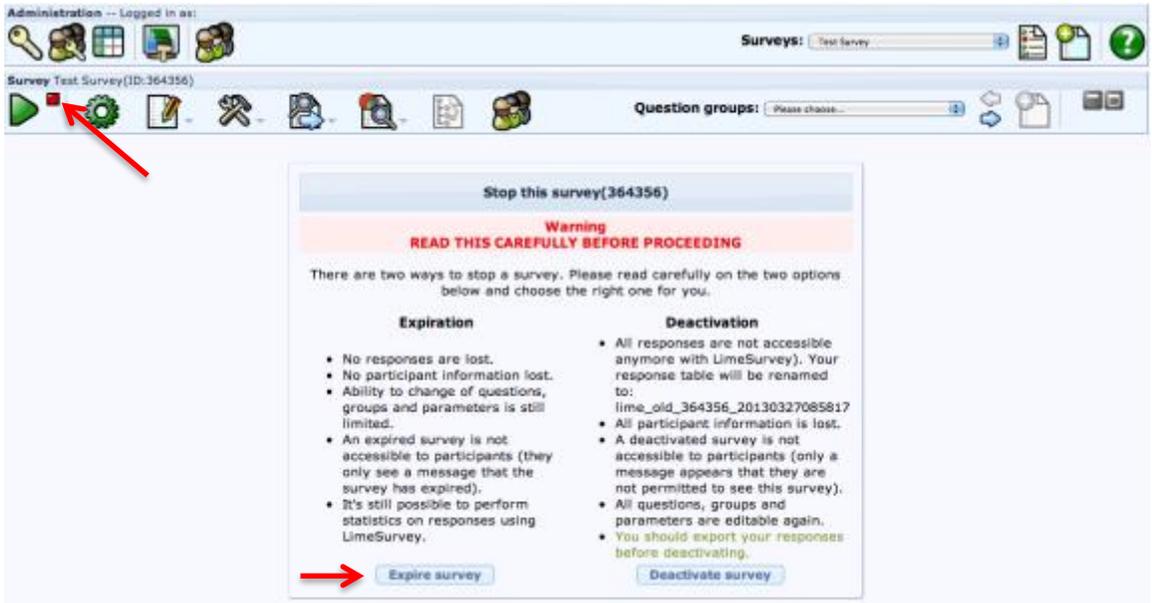
When you are ready to review your results and deactivate/expire your survey, log back into LimeSurvey. You should be directed to the list of active surveys shown below. If not, click on the **Detailed List of Surveys Button** in the **Administration Toolbar** from any screen in LimeSurvey. Click on the name of your survey to open.



The screenshot shows the LimeSurvey Administration interface. At the top, there is a navigation bar with icons for Home, Administration, and a 'Surveys' dropdown menu. Below this is a table listing surveys. The table has columns for Status, SID, Survey, Date created, Owner, Access, Anonymize responses, Full, Partial, Total, Tokens available, and Response rate. A red arrow points to the 'Test Survey' entry in the 'Survey' column. Another red arrow points to the 'Surveys' dropdown menu in the top right corner.

| Status | SID   | Survey      | Date created | Owner  | Access | Anonymize responses | Full | Partial | Total | Tokens available | Response rate |
|--------|-------|-------------|--------------|--------|--------|---------------------|------|---------|-------|------------------|---------------|
| Active |       |             |              |        | Open   |                     |      |         |       |                  |               |
|        | 36435 | Test Survey | 25.03.2013   | (Edit) | Open   | No                  | 0    |         | 0     |                  |               |

Click on the **Stop This Survey Button**, small red square, to stop your survey. Most users will need to click the **Expire Survey Button** to keep participants from continuing to answer questions, and keep your data on the survey. **Deactivate Survey** will delete ALL survey result data! You must export all of your data before clicking this button. With your survey expired, you are now ready to export your results.

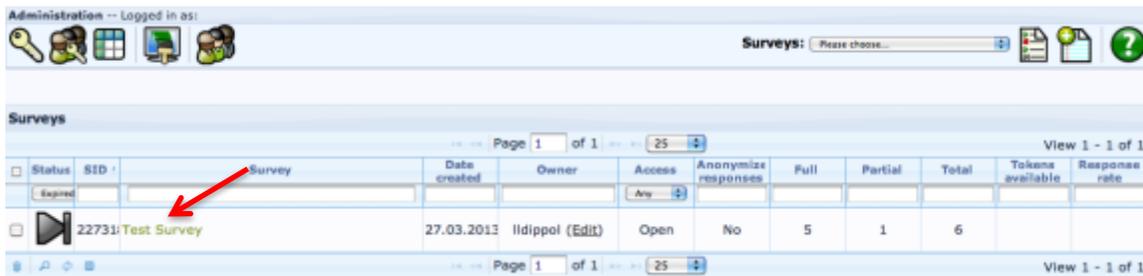


## ACCESSING YOUR RESULTS AND EXPORTING DATA

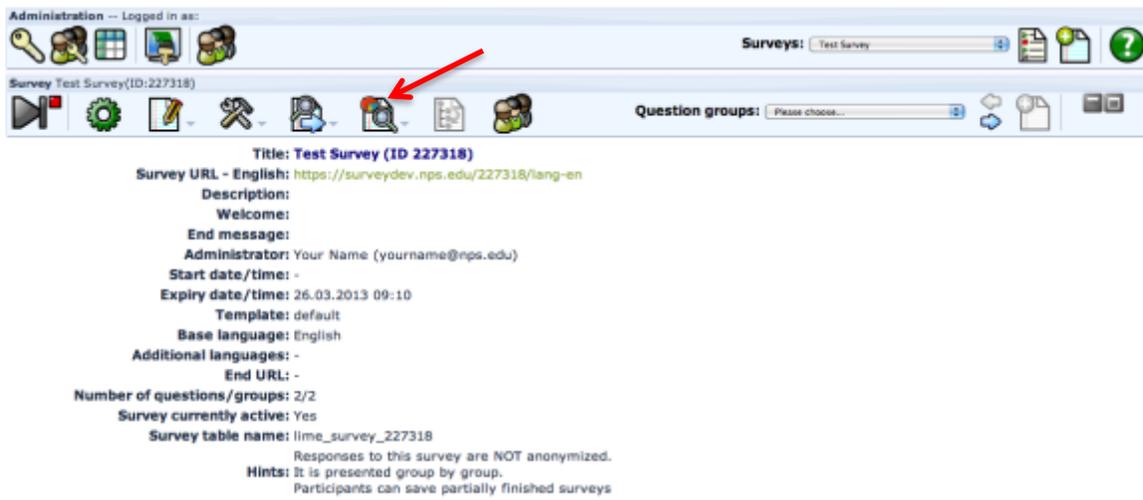
For more information about **Statistics**, go to: <https://manual.limesurvey.org/Statistics>

For more information about **Exporting Survey Results**, go to:  
[https://manual.limesurvey.org/Exporting\\_results](https://manual.limesurvey.org/Exporting_results)

If you are not already in LimeSurvey, log in, navigate to the **Detailed List of Surveys** if you are not already on that screen, and click on your survey's name.



On the **Survey Toolbar**, go to **Responses -> Responses & Statistics**.



To view survey statistics, click on the **Get Statistics from These Responses Button**.



To export your data, click on the appropriate **Export Results Button**.



At completion, **Human Subjects Researchers** must export the survey and data from LimeSurvey. Copies of the survey and de-identified data must be provided to the IRB when you close the protocol.