LimeSurvey

1. Basics LimeSurvey

1.1 Requirements

Anyone who has a FH Grisons account can use the LimeSurvey. The LimeSurvey can be operated with all common Internet browsers (Internet Explorer, Firefox, Chrome and Safari). The LimeSurvey works on cell phones, but the display is not optimal for meaningful use.

1.2 Tree structure

A survey is recorded in a kind of tree structure. This tree structure must be created from top to bottom. For example, a question cannot be created if no question group has been created beforehand.

- Survey

→ Question groups

→ Question

1.3 Help and examples

Help and examples can be found at the address http://www.limesurvey.org.

2. Create and edit survey

2.1 Log on

Open the Link <u>https://survey.fhgr.ch/admin</u> and log in wiht your FH Grisons account. To use the survey in English, you must select the language English - Englisch (Sprache)

Anmelden

Authentifizierungsmethode	
LDAP	-
Benutzername	
username	
Passwort	
Sprache	
English - Englisch	~
	Anmelden



- 2.2 Survey
- 2.2.1 Create survey

A new survey can be created in various ways:

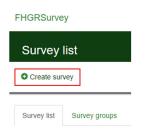
1. Click "Create Survey" on the homepage.

FHGRSurvey			Create survey	\varTheta Help 👻 🎄	≟ username →
	Create survey	List surveys			
	O				
	Create a new survey	List available surveys			

2. Open the "Survey list" on the homepage

FHGRSurvey			O Create surve I≣ Surveys O	Help 🔹 🌲	⊥ usemame →
	Create survey	List surveys			
	Ð				
	Create a new survey	List available surveys			

and click "Create survey" in the top left corner of the new window.



In the area on the left, you must enter a survey title and select the base language. Then create survey or save.

The "description" is displayed in the header area of the survey throughout the entire survey.

Create, import, or copy survey	
	X Close V
 Create କି Import ସ୍ପ Copy 	
Survey title:	
Survey Test	
Required	
Base language:	
English	
Survey group:	
Survey for HR Managers *	
Administrator:	
Default Current user Custom	
Create survey	

A survey group and a question will now be automatically created for the newly created survey. (and you can start with new groups and questions)

FHGRSurvey		• Create survey	Surveys	🛛 Help 👻	🛓 username 👻
Surveys → Survey Test → My first question g	Your new survey was created. We also created a first question group and an example question for you	×			
Settings Structure	Tools • • Preview survey • Preview question				 Edit
+ Add group O Add question	Question summary 000 (ID: 358273)				
Inf first question group Image: A first examplet ques	Question group: (ID:18871) Code: Q00: (Optional question) Question: A first example question. Please answer this question: Help: This is a question help text. Type: Long free text (Type: T) Mandatory: No Condition: I Group relevance: I Question quick actions I				
	Add new question to group Add new question to group Add new question to group				

Before we start with the question groups and questions, we will explain the required setting options.

The settings are classified into 2 groups.

Survey settings and Survey menu

Surveys -> Survey Test (56	67622) 🗲 Overvi	Survey menu	
		i≣ List questions	
< Settings	Structure	III Gruppenliste	
Survey settings)S
I Overview	>	P Responses	
¢₿ General settings		Survey participants	
Text elements		LIII Statistics	
Privacy policy		≣ Quotas	
Theme options			
Ø Presentation		Survey permissions	
Participant settings		E Email templates	
ħ Notifications & data		% Panel integration	
A Publication & access		Resources	



Survey setting « Overview »

Survey summary : Survey Test (ID 567622)

At the moment not all values are entered here because we have not yet completely created and activated the survey.

Q^e

0;

Share survey			Text elements:				
English (Base language):	https://survey.fhgr.ch/567622?lang=en		Description:				
End URL:			Welcome:				
Number of questions/groups:	1/1		End message:				
Publication and access setting	IS:	08	Survey general settings	5			
Start date/time:	-		Owner:	username (name.user@fhgr.ch)			
Expiration date/time:	-		Administrator:	Administrator (support@fhgr.ch)			
Listed publicly:	No		Theme:	fruity			
Hints and warnings:			Database usage:				
Responses to this survey are NC	IT anonymized.		No info or no data found				
It is presented group by group.							
Participants can save partially fin	ished surveys						
Basic email notification is sent to							
Detailed email notification with re	sponse data is sent to:						

Survey setting « General settings »

Survey settings	
I Overview	
¢ General settings	>

Under "General survey settings" you can select between four display options for "Format".

- Question by question: Only one question is displayed per page.
- Group by group: All questions in a question group are displayed per page.
- All in one: All survey questions are displayed on one page.

- Inherit (Group by group): All questions in a question group are displayed per page, and inherit to the next group.

Survey languages:		Group:	
×English		Survey for HR Managers	
Base language:		Format:	
English		Question by question Group by group All in one Inherit [Group by group]	
Survey owner:		Theme:	
username - user name		Inherit [fruity]	
Administrator:	Inherit:	~	
Administrator	On Off	CLimeSurvey	
Administrator email address:	Inherit:		
support@fhgr.ch	On Off	Monochrome Template	
Bounce email address:	Inherit:	LimeSurvey Monochrome Templates A template with monochrome colors for easy customication.	
	On Off	Next	



Survey setting « Text elements »

If you want to change the survey title you can do so here.. The remaining fields are optional. The "description" is displayed in the header area of the survey throughout the entire survey, and can be entered here

Survey settings		
I Overview	Survey text elements	
06 General settings	English (Base language)	
Text elements	>	
C Privacy policy	Survey title:	Survey alias;
J Theme options	Survey test	Test
46 Presentation		
Participant settings	Description:	End URL:
Notifications & data	32 @ Source @ 册] B I 및 [:: :: 非孝] 논 초 로 프 = · · · · [대	http://
4 Publication & access	This survey serves as a test in the Limesurvey	URL description:
Survey menu		Umfragetest
I≣ List questions		Date format:
III Gruppenliste		mm-dd-yyyy
■ Reorder questions & groups		Decimal mark: Dot () Comma ()
C Responses	Velcome message:	End message:
& Survey participants	Vercome message: 25 ⊙ Source (2) Ⅲ B I U II Ⅲ ④ ● E E E E E E E E E E E E E E E E E E	End message: 55 ⊕ Source (#) III B I U II II II II II E ⊆ I II III III III III
M Statistics	Helio everyonel	Thank you for taking part in the test survey.
El Quotas	Please fill out this test survey.	IT Support
O Assessments	Thank you!	
Survey permissions	IT Support	
Email templates		
% Panel integration		

Survey settings « Presentation & navigation settings » Various settings can be made regarding the appearance of the survey.

🕫 Presentatio	on		>							
resentation	& navigatio	on set	tings							
-	delay (seconds):		Inhe						ns in this survey":
0				On	Off		On	Off	Inherit [On]	
Show quest	ion index / allo	w jumpi	ing:	_			Shov	v welco	ne screen:	
Disabled	Incremental	Full	Inherit [Disabled]	d]			On	Off	Inherit [On]	
Show group	name and/or g	jroup d	escription:				Allov	v backw	ard navigation	:
Inherit [Sh	now both]					~	· On	Off	Inherit [Off]	
Show quest	ion number an	d/or cod	de:				Shov	v on-scr	een keyboard:	
Inherit [Hi	de both]					~	On	Off	Inherit [Off]	
Show "No a	nswer":						Shov	v progre	ss bar:	
On Off	Inherit [On]						On	Off	Inherit [On]	
							Parti	cipants	may print ansv	vers:
							On	Off	Inherit [Off]	
							Publ	ic statis	tics:	
							On	Off	Inherit [Off]	
							Shov	v graphs	s in public stati	stics:
							On		Inherit [Off]	
							Auto	matical	v load and LIPI	L when survey comple
							On		Inherit [Off]	when survey compl
							01	011	initian [Oil]	



Survey setting « Publication & access » among other things, the start and end dates can be entered.

a, Publication & access	>	
ublication & access control set	tings	
Start date/time:		Link survey on public index page:
		On Off Inherit [Off]
Expiry date/time:		Set cookie to prevent repeated participation
		On Off Inherit [Off]
		Use CAPTCHA for survey access:
		On Off Inherit [Off]
		Use CAPTCHA for registration:
		On Off Inherit [Off]
		Use CAPTCHA for save and load:
		On Off Inherit [Off]

Survey setting « Notification and data management settings » settings can be made via additional information from participants.

Notifications & data	>		
Notification and data management settings			
Date stamp: On Off Inherit [Off]		Enable assessment mode: On Off Inherit [Off]	
Save IP address:		Participant may save and resume later:	
On Off Inherit [Off]		On Off Inherit [On]	
Anonymize IP address:		Send basic notification email to:	Inherit:
On Off Inherit [Off]			On Off
Save referrer URL:		Send detailed notification email to:	Inherit:
On Off Inherit [Off]			On Off
Save timings:		Google Analytics settings:	
On Off Inherit [Off]		None Use settings below Use global settings	

Survey setting « Participant settings » for example, you can set whether anonymized answers are allowed. When all settings have been made, click "Save" in the top right corner.

Participant settings	>				
vey participant settings					
Set access code length to:	Inherit:	А	Anonymized	i responses:	_
15	On O	r	On Off	Inherit [Off]	
		E	Enable part	cipant-based re	esponse persistence:
			On Off	Inherit [Off]	
		А	Allow multip	ole responses o	r update responses with one access c
			On Off	Inherit [Off]	
		A	Allow public	registration:	
			On Off	Inherit [Off]	
		u	Jse HTML f	ormat for partici	ipant emails:
			On Off	Inherit [Off]	
		s	Send confir	mation emails:	
			On Off	Inherit [On]	



2.2.2 Survey « general settings »

To change the survey settings or select an additional language, select "General Settings" under "Survey Settings". An additional language can now be selected under "General survey settings".

Survey settings		
I≣ Overview		General survey settings
Ceneral settings	>	Survey languages:
Text elements		× English germ
Privacy policy		German
✔ Theme options		German (easy) German (informal)

If a second language has been added, an additional tab with the second language will be displayed for the survey, question groups and questions. The translation must be entered in this tab.

English (Base language)	German]
Survey title:		
Description:		
Diese Umfrage dient a	B I U	l= := ::



2.2.3 Survey import

To import a survey, click create a survey.

• Create survey

Switch to the "Import" tab. Select the relevant file using "Browse" (Datei auswählen) and click "Import survey".

Create, import, or copy survey				
• Create	ତ Import ମ୍ପ୍ର Copy			
Datei auswä	y structure file (*.lss, *.txt) or survey archive (*.lsa) (maximum file size: 20.00 <mark>Mein – K</mark> eine ausgewählt purce links and expression fields?	MB)		
\checkmark				
	Import survey			

2.2.4 Copy survey

To copy a survey, click create survey



Switch to the "Copy" tab.

Select the survey you want to copy and enter the new survey title. Once all settings have been made, click "Copy survey".

Create, import, or copy survey	
Create Dimport 2 Copy	
Select survey to copy: Please choose	Copy survey resource files and adapt link
Required	Exclude quotas
New survey title: Copy original survey title	Exclude survey permissions
Optional New survey id:	Exclude answers
Optional - If the new survey ID is already used, a random one will be assigned.	Reset conditions
Copy survey	Reset start/end date/time
	Reset response start ID



2.2.5 Export survey

To export the survey, open the relevant survey and click " Export ".

Surveys	Survey Test	(567622) → Overv	iew				
<	Settings	Structure		Activate this survey	● Preview survey Z [*]	🛠 Tools 🗸	Export

In the new window, select the desired option and click "Export".

Survey structure (.lss)	Export	
Survey archive - only available for active surveys		
queXML format (*.xml)		
queXML PDF export		
Tab-separated-values format (*.txt)		
Printable survey (*.html)		
Printable survey		

2.2.6 Delete survey

To delete the survey, the corresponding survey must be opened and marked. Use the « selected survey » button to select the « delete » function.

Survey list	🛍 Delete
Create survey	Survey theme
Survey list Survey groups Action Survey ID + Image: Contract of the second se	Export as Survey archive (*.lsa) Survey structure (*.lss) Printable survey (*.html) Set expiry date
Selected survey(s) ▲	Selected survey(s) ▲

You will be asked if you are sure you want to delete the survey. If you no longer need the survey, click on "Delete ", and you see the deleted survey.

Delete surveys		×				
Are you sure you want	to delete all those surveys?					
0	Que un title	04++++	Delete surveys	5		×
Survey ID	Survey title	Status				
567622	Survey Test	Selected				
			ID	Title	Status	
		Cancel Delete	567622	Survey Test	Deleted	



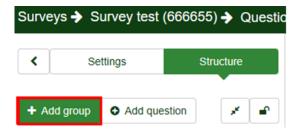
- 2.3 Question group
- 2.3.1 Create question group

There are two options for creating a new question group:

1. Select "List question groups" (Gruppenliste) in the navigation on the left and click "Add new group".

Survey menu			
I≡ List questions			
📰 Gruppenliste		>	
Surveys	(666655) → Quest	ion groups in this survey	
< Settings	Structure	Add new group	ort group
Survey settings			
I Overview		Groups in this survey	/

2. Go to "Structure" in the navigation on the left and select "Add question group".



The question group title needs to be entered. Description of the question group is optional. When all the information is entered, click between "Save and add question", "Save and new group" and "Save".

 Settings Structure Add group Add question group Add question group Add group 	idd group 🖌 Save
Add group O Add question ✓ ✓ Add question group	
Image: My first question group Image: A first question group Image: My first question group Image: A first question group	
THE	
Herri groupi	
Description:	
X Ground (Fill B / U II II + + B E II = = II	
Randomization group:	
Condition:	



2.3.2 Import group

It is possible to import already existing question groups. To do this, click on "List question groups" and select "Import a group".

Survey menu			
Elist questions			
📰 Gruppenliste		>	
Surveys	test (666655)		
< Settings	Structure	€ Import gro	up
+ Add group O A	dd question 🖌 🗬	Add ques	

Select the appropriate file via "Browse..." (Datei auswählen) and click "Import".

		읍 Import
-	ort question group	
	ct question group file (".lsg); imum file size: 20.00 MB)	
	ei ausvähien Keine ausgevähit	
	nvert resource links?	

2.3.3 Edit question group

Click "List question groups" (Gruppenliste) in the navigation on the left. All created question groups will be displayed.

Settings Structure	Add new group S Import group]			
vey settingspen the general survey overview	Groups in this survey				
General settings				Search by group name:	Search
Text elements					
Privacy policy	Action	Group ID +	Group order+	Group name -	Description
Theme options	- + = •	18881	1	My first question group	
Presentation	/ + 🗉 🗉	18882	2	Testgroup	
Participant settings	+ = =	18883	3	Testgroup 2	
Notifications & data	1.2.3.4.			· · · · · · · · · · ·	
Publication & access	1. 2. 3. 4.				Displaying 1-3 of 3 result(s). 10 🗸 rows per
/ey menu					
List questions					

- 1. Edit question group
- 2. Add question group
- 3. View group overview
- 4. Delete question group

2.4 Question

2.4.1 Create question

There are three ways to create a question:

1. Go to "Structure" in the navigation on the left and create a new question using "Add question".

Surveys → Survey test (666655) → Questic					
<	ttings	Stru	cture		
+ Add	group	Add question]	*	

2. In the navigation on the left, click on "List question groups" and use the "+" in the corresponding question group to create a new question.

Surveys 🔶 Survey test (666655) 🔶 Questi	on groups in this survey				
Settings Structure	• Add new group				
survey settings					
III Overview	Groups in this survey				
0° General settings				Search by group	abino: Search Reset
Text elements					
C Privacy policy	Action	Group ID -	Group order+	Group name -	Description
✔ Theme options	× + = =	18881	1	My first question group	
Presentation	+ = :	18882	2	Testgroup	
Participant settings	×+=:	18883	3	Testaroup 2	
A Notifications & data				readingly w	
Re Publication & access					Displaying 1-3 of 3 result(s). 10 vrows per pag
urvey menu					
List questions	1				
III Gruppenliste	1				

3. Click on "List questions" in the navigation on the left and click on "Add new question".

< Settings	Structure	Add new question	Import a question
arvey settings			
E Overview		Questions in this	survey
o General settings			
Text elements			
Privacy policy		Action	Question ID
Theme options			358436
Presentation			
Participant setting	5	Selected question(s)	•
A Notifications & data	ı		
& Publication & acce	SS		
urvey menu			



The "Code" and the "Question" must be filled in. The "Help text" for the question is optional.

Create question	Settings
Code	General Settings Question group @ My first question group
Couestion Help Script Ext	Mandatory On Soft Off
25 回 Source (計 田) B I U (2 :: 小 本) 社 金 北 田 (中 中 四) Enter your question here.	Condition
	Logic Display
	Input
	Other
	Timer Statistics

Under question typ « Long free text » different question/answer options can be selected. To do this, click on the opened folder and select a question type in the new window. When an option is clicked, a preview is displayed.

question type		
Single choice questions	Multiple choice	
Arrays		
Aultiple choice questions	Multiple choice	
Bootstrap buttons	• Check all that apply	
mage select multiple choice		
Aultiple choice	Ves	
Aultiple choice with comments	No	
Fext questions	Maybe	
Mask questions		
Mask questions		

Under "Question groups" you can switch between the different question groups to get voted. With "Mandatory information" you can select whether the question should be a mandatory question or not. Option "Soft" gives a possibility to hide the asterisk (*). Further settings for the question can be made under "Display", "Logic", "Other" and "Statistics".

Settings	
General Settings	
Question group 😡	
My first question group	•]
Mandatory On Soft Off	
Condition @	
{ 1 }	
Encrypted @ On Off Input validation @	
RegExp]
Save as default values @ On Off	
Logic	
Display	
Input	
Other	
Timer	
Statistics	

If everything is entered correctly, click on "Save" or "Save and New" at the top right.

2.4.2 Additional information

Adjustments to an already created question can be made using the edit button and or under tools. Depending on what you want to change.

It tools • ● Preview survey • ● Preview question group • ● Preview question •	Tools - ● Preview s
Question summary col: 106.01 Genetics: col: (c)0004 coefficient Genetics: col: (c)0004 coefficient Implic: multiple answer possibili Spentice: multiple answer possibili Spentice: multiple answer possibili Spentice: multiple answer possibili Spentice: multiple answer possibili	
Option Option: No Manatatory: No Exemption: No Constitut: Orougn Hinkance: Question quick actions	Survey logic file Comparison Comp



Change the text for the sub-question and the answer options and add more sub-questions and answer options if necessary. When all sub-questions and answer options have been created, click "Save and close".

Prev	riew survey	Preview question group Preview question			¥ Close Save and close ✓ Save
Edit q	uestion				Settings
Code 😡					General Settings
Q00				English -	Question group @
Question	type				My first question group
Questi	on Helj	Script		EN	Other @ On Off
X @ \$	Source 🕼 🛛				Mandatory On Soft Off
Wha	t is your fa	vorite food			Condition @
					Encrypted @ On OT Save as default values @ On OT
Subque	estions				
	Code	Subquestion Q	Relevance equation	Action	Logic Display
=	SQ002	Vegetables	1	0	Other
≡	SQ003	meat	1	0 0	Statistics
≡	SQ004	fisch	1	0	
≡	SQ005	chicken	1	•	
Load la	bel set			Quick add	

2.4.3 Import question

There are two ways to import a question:

1. Create a new question and click on "Import question" at the top left.

Surve	ys 🔶 Survey test	My first question	group 🔶 G01Q06
<	Settings	Structure	€ Import question
+ Ad	ld group 🕒 Add qu	estion 🖌 🖬	Create question

2. In the navigation on the left, select "List questions" and click "Import question".

C Settings	Structure	• Add new question	Import a question
rvey settings			
Overview		Questions in thi	s survey
Seneral settings			
Text elements			
Privacy policy		Action	Question ID
Theme options			358436
Presentation			358538
Participant settings			
Notifications & data			<u> </u> 358707
Publication & access			a 358543
rvey menu			358753



Use "Browse..." to select the question you want to import, change the other settings if necessary and click "Import".

	Import
Import a question	
Select question file (*.lsq); (Maximum file size; 20.00 MB) Datei auswahlen Keine ausgewählt Destination question group;	
My first question group (ID:18881)	~
Automatically rename question code if already exists?	
Convert resource links?	
Jump to question after import?	

2.4.4 Edit question

urvey settings												
Overview	Qu	estions ir	this s	surve	ý							
¢¢ General settings								Search:		Group: (Any group)	✓ Search	Rese
∃ Text elements												
C Privacy policy		Attion2	3	4	Question ID -	Group / Question order +	Code-	Question -	Question type	Group+	Mandatory -	Other-
Theme options				8	358436	1/1	Q00	What is your favorite food	Multiple choice	My first question group		
Presentation		/ .		0	358538	1/2	G01Q02	how many pieces do you need	Array	My first question group	* Soft	0
Participant settings					358707	2/1	G02Q04	What is your favorite color	List (Dropdown)	Testgroup		
Notifications & data					358543	2/3	G01Q03	What is important for you in a good survey	Long free text	Testanon	* Soft	0
& Publication & access					330343	2/3	GUIQUS	what is important for you in a good survey	Long liee text	Testgroup	₩ 50H	
rvey menu		1 0			358753	3/1	G03Q05	how many questions did you answer	Array (Numbers)	Testgroup 2		0

- 1. Edit question
- 2. View question
- 3. Overview question
- 4. Delete question



2.5 Adjust the order of questions/question groups

Under "Adjust the order of questions/question groups", questions can be moved to a different order or to a different question group.

To do this, open "Adjust the order of questions/question groups" in the navigation on the left and drag the relevant question to the desired location with the mouse. Save the change by clicking on "Save" or "Save and close".

Surveys → Survey test (666655) → Reorder	urveys Survey test (666655) Reorder questions/question groups					
Settings Structure	Activate this survey	✓ Save				
Survey settings I≣ Overview	Organize question group/questions					
0% General settings	• To reorder questions/question/groups just drag the question/group with your mouse to the desired position. After you are done, please click the Save' button to save your changes.					
Privacy Peter Editheme options for this survey Theme options	18881 My first question group					
Presentation Participant settings Notifications & data	Q00: [1] Q00 What is your favorite food Q01Q02: [2] G01Q02 how many pieces do you need					
A Publication's & data	18882 Testgroup 02204 [((d, empty66655XX18881XX584565Q01 NACK))] 022Q04 What is your favorite color					
Survey menu IIII List questions	Gorden [[[12_minps](seconds rear indexeduation index.n]]] social minime book Gorden [3] Gordeon What is important for you in a good survey					
I≣ Gruppenliste ≡ Reorder questions & groups > ♀ Responses	18883 Testgroup 2 G03005 (1) G00006 how many questions did you answer					

3. Test question

If an adjustment has been made and saved, you can view it directly via the question preview

Surveys 🔶 Survey test ((666655) 🔶 Overvi	ew
< Settings	Structure	Activate this survey 🔹 🎌 Tools 🗸 🖒 Export
Survey settings		
i≣ Overview	>	Survey summary : Survey test (ID 666655)

The survey will open in a new window and can be tested.

Survey test		Language: English - English +
339		
-	This survey is currently not active. You will not be able to save your responses.	
	First question group	
	What is your favorite food © multiple answers possible © Check all that apply	
	Vegetables	
	fish	
	C dicken	



4. Activate survey

Once the survey has been tested, it can be activated using "Activate this survey".

< Settings	Structure	Activate this survey	Preview survey •	🛠 Tools 🗸 🖕 Expor
urvey settings i≣ Overview	>	Survey summary	y : Survey test (I	D 666655)
Seneral settings				
Text elements		Share survey		
Privacy policy		English (Base langu	iage): https:	//survey.fhgr.ch/Test

A warning will be displayed about what can and cannot be changed after activation. If you agree, click on "Save & activate survey".

Note: Please review your Once a survey has been activated you can n questions, questions groups, or subquestion	io longer add or dele	,	U	be still able to ea	dit
Notification & data manageme	nt				
Additionally, the following settings cannot be Please check these settings now:	changed once a sur	vey has been acti	vated.		
Anonymized responses 🚱	No	~	Date stamp 🚱	No	~
Save IP address @	No	~	Anonymize IP address 😡	No	~
Save timings @	No	~	Save referrer URL 😧	No	~
Tip: Please note that you need to deactiv , changes will cause all collected data from		noved and archive	ed.	e settings above.	The

In the next window you can decide whether the survey should be open ("No, thanks") or whether only certain participants should have access to it ("Switch to closed mode").

 Activate survey (Survey test)

 Your survey has been activated and the responses and statistics section is now available.

 By default, surveys are activated in open-access mode. In this mode participants do not need an invitation (access code) to complete the survey. You can share your survey via URL, QR code or social media. Navigate to Settings --> Overview --> Share survey.

 In closed-access mode, only those who are invited (and have an access code) can access the survey. You can activate the closed access mode now or later.

 You can switch back to open-access mode at any time. Navigate to Settings -> Survey participants and click on the red 'Delete participants table' button in the top bar.

Switch to closed-access mode Continue in open-access mode

If you click on "Switch to closed mode", you will need to import a participant list or record the participants under "Survey participants" (on the left in the navigation).

If you click on "Continue in open-access mode," you will receive an overview of the survey with the corresponding link.

Surveys → Survey test (666655) → Overview						
Settings Structure	• Stop this survey Run surv	ey 🗸 Tools 🗸 🕒 Export				
Survey settings						
III Overview	Survey summary : Surve	y test (ID 666655)				
0¢ General settings						
Text elements	Share survey			Text elements:		O ₆
Privacy policy	English (Base language):	https://survey.fhgr.ch/Test		Description:	This survey serves as a test in the Limesurvey	
I Theme options	German:	https://survey.fhgr.ch/Test?lang=de		Welcome:	Hello everyone! Please fill out this test survey. Thank you! IT S	upport
Presentation	End URL:	-		End message:	Thank you for taking part in the test survey. IT Support	
Participant settings	Number of questions/groups:	5/3				
A Notifications & data	Sharing panel:	Open sharing panel				
At Publication & access						
Survey menu	Publication and access settin	gs:	Q	Survey general settings		0
III List questions	Start date/time:			Owner:	username (name.user@fhgr.ch)	
III Gruppenliste	Expiration date/time:	÷		Administrator:	Administrator (support@fhgr.ch)	
Reorder questions & groups	Listed publicly:	No		Theme:	fruity	
P Responses						
Survey participants	Hints and warnings:			Database usage:		
lal Statistics	Responses to this survey are N	DT anonymized.		No info or no data found		

5. Stop survey

To stop the survey, open the relevant survey and click on "Stop this survey".



You can choose between two options: "Deactivate survey" and "End survey temporarily".





5.1 Deactivate survey

If you choose this option, all responses received up to this point will no longer be available. However, all settings can be changed again. Confirm the new message that appears by clicking on "Close".

Deactivate survey (666655)
The survey was deactivated.
The responses to this survey are no longer available using LimeSurvey.
The responses table has been renamed to: old_survey_666655_20240617111908
You should note the name(s) of the table(s) in case you need to access this information later.
Note: If you deactivated this survey in error, it is possible to restore this data easily if you do not make any changes to the survey structure. See the LimeSurvey documentation for further details
Close

5.2 Expire survey

With this option, all answers are retained, but not all settings can be edited.

FHGRSurvey		
Surveys → Survey test (666655) → Overvie	The survey was successfully expired I	by setting an expiration date in the survey settings.
Settings Structure	• Stop this survey	y → 🎗 Tools → 🖕 Export
Survey settings	<u> </u>	
III Overview	Survey summary : Survey	/ test (ID 666655)
0 [®] General settings		
Text elements	Share survey	
C Privacy policy	English (Base language):	https://survey.fhgr.ch/Test
✔ Theme options	German:	https://survey.fhgr.ch/Test?lang=de
Ø Presentation	End URL:	
Marticipant settings	Number of questions/groups:	5/3
Notifications & data	Sharing panel:	Open sharing panel
A Publication & access		
Survey menu	Publication and access setting	s: 0¢
I List questions	Start date/time:	-
I Gruppenliste	Expiration date/time:	17.06.2024 11:20
	Listed publicly:	No

To reactivate the stopped survey, open the corresponding survey and click on "Run survey". Or edit the Expiration date/time under "Publication and access settings"

vey summary : Survey	y test (ID 666655)
hare survey	
nglish (Base language):	https://survey.fhgr.ch/Test
erman:	https://survey.fhgr.ch/Test?lang=de
nd URL:	
umber of questions/groups:	5/3
haring panel:	Open sharing panel



Click on the calendar icon for "End Date/Time".

• Stop this survey • Run s	urvey 🗸 🗙 Tools 🗸 🖕 Export	t
Publication & access c	ontrol settings	
Start date/time:		
		**
Expiry date/time:		
17.06.2024 11:22		m

Delete the end date using the trash icon and confirm everything by clicking on "Save".

6.2024	11:2	2			
	Ju	ne 202	24		>
Мо	Ти	We	Th	Fr	Sa
27	28	29	30	31	1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
1	2	3	4	5	6
	Mo 27 3 10 17 24	Ju Mo Tu 27 28 3 4 10 11 17, 18 24 25	Mo Tu We 27 28 29 3 4 5 10 11 12 17 18 19 24 25 26	JUI USUIT Tu Ve Tu 27 28 29 30 3 4 5 6 10 11 12 13 17 18 9 20 24 25 26 27	Ju Ju We M fr Tu We M fr Tr 27 28 29 30 31 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28

6. Evaluate the survey

Survey evaluation can be output in 2 different variants and customized with additional settings.

6.1 Survey list

This button can be selected from the main tab of your surveys.

Survey	list Survey group	Survey groups										
	Action	Survey ID -	Status -	Title -	Group-							
	an 🗘	666655	•	Survey test	Survey for HR Managers							

The statistics are displayed graphically here. Additional evaluation details can be switched on or off using the Expert Mode

		Lat Expert mode ¥ Close
Line Statistics		Include: All responses ~
What is your favorite food	how many pieces do you need [small pieces]	how many pieces do you need [large pieces]



6.2 Expert mode under settings statistics

Survey menu							
I List questions							
III Gruppenliste							
C Responses							
Survey participants							
Land Statistics	>						

Expert mode settings

General filters	Lill Simple mode View statistics Clear X Close
Laul Statistics	
General filters A	
Main options Include: All responses Complete only Incomplete only Output format: HTML PDF Excel	View summary of all available fields: On Off Show graphs: On Off Statistics report language: English v
Output options Show text responses inline: On Off Subtotis based on displayed questions: On Off Chart type: As defined in question settings	Number of columns: One Two Traph labels: Question code Question text Both Each question has its own graph type defined in its advanced settings. X Using the chart type selector you can force the graph type for all selected questions. X
Filter Response ID greater than:	Response ID less than:

Response filters

Once you have selected the desired answers, you can apply this filter immediately and display the statistics using the function view statistics

Response filters 🔨			
☐ My first question grou	up (Question group1888	:1)	^
Gemise Facts Flacts Hühschen	xt.	;	"how many pieces do you need" ************************************
Lul Simple mode	View statistics	Clear ×	Close



The result is displayed like this and can be expanded using Browse.

Statistics 🔺	
	Results
	Number of records in this query: 1
	Total records in survey: 1
	Percentage of total: 100.00%
	Browse

7. Survey responses

Survey responses							Display mode:	Extended Compact
4								Þ
Showing filtered results View	without the fill	ter. ×						
Action	id	seed	lastpage	completed	startlanguage	Q00_SQ002 What is your favorite food Vegetables	Q00_SQ003 What is your favorite food meat	Q00_SQ004 What is your fav fisch
				All 🗸				
	2	308549728	3	~	en		Yes [Y]	
Selected response(s) ▲							Displaying 1-1 of 1 result(s). 10 v rows per page
4								Þ

Settings responses

K Settings S	Structure	Summary	I Display responses	Data entry	Lad Statistics	Export -	🗧 Import 🗸	View saved but not submitted responses	a Batch deletion
Survey settings		1.	2.	3.	4.	5.	6.	7.	8.
I Overview		Survey res	ponses						
0 ⁶ General settings									
Text elements		4				_			
Privacy policy		Showing filtered	results View without the	filter. ×					
# Theme options								Q00 SQ002	Q00 SQ003
1 Presentation		Action	id	seed	lastpage	completed	startlanguage	What is your favorite food Vegetables	What is your far meat
Participant settings						All V			
Notifications & data			2						
A Publication & access		• •	2	308549728	3	~	en		
Survey menu		Selected respo	onse(s) •						
I List questions									
III Gruppenliste		4							
Reorder questions & groups									
C Responses	>								

- 1. Displays the summary of all answers.
- 2. Displays all survey responses.
- 3. Shows the complete survey in a compressed format. This view can be used to enter answers manually (e.g. in an interview).
- 4. Shows the statistics of the answers. These statistics can be used to get an overview during the survey. Otherwise, it is recommended to export the data for statistics.
- 5. The survey answers can be exported in various formats. Various settings can be made for export.
- 6. Imports answers.
- 7. Displays cached responses (if the survey allows this option).
- 8. Antworten über Antworten ID's löschen.