

LimeSurvey 2.5 Manual

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Contact

APU Information System Office(#3007)

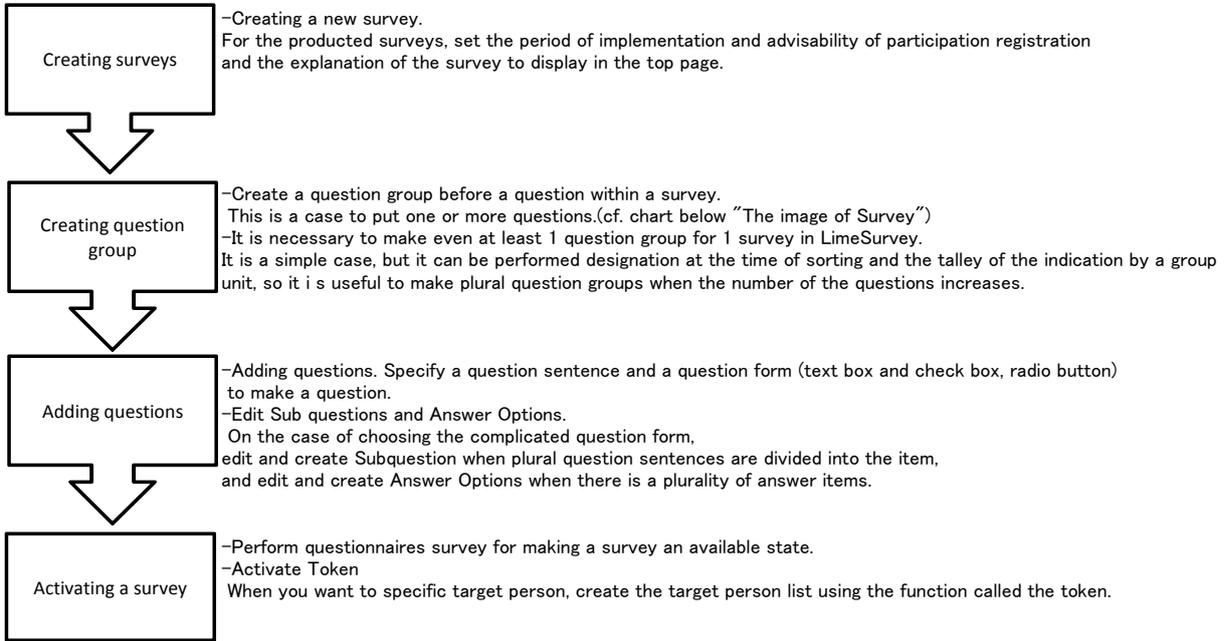
1. Introduction

1-1 Introduction to LimeSurvey

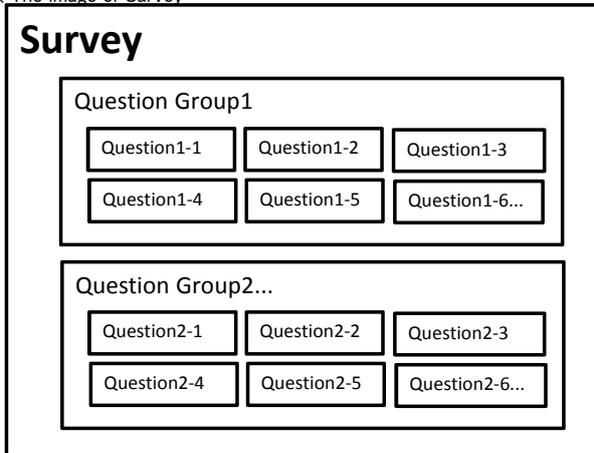
● General

LimeSurvey is on-line survey application for creating, tabulating and disclosing of web Questionnaire.
It is possible for flexible questionnaire enforcement with an abundant function in Questionnaire system LimeSurvey.

● Survey Flow



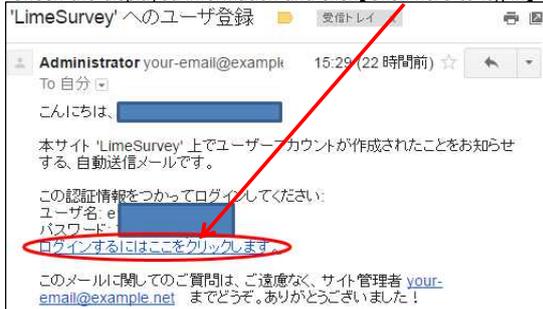
※ The image of Survey



1-2 Login to LimeSurvey

1. When account registration to LimeSurvey is completed in an information system office, the following emails arrive.

Check the displayed information and click [Click here to log in](#)



2. Link to the following URL when you click.
<https://survey2.apu.ac.jp/limesurvey/admin>

3. Login using a user name and a password displayed by an email.
 ※ Selectable the desired language from Mac-style pull-down menus.

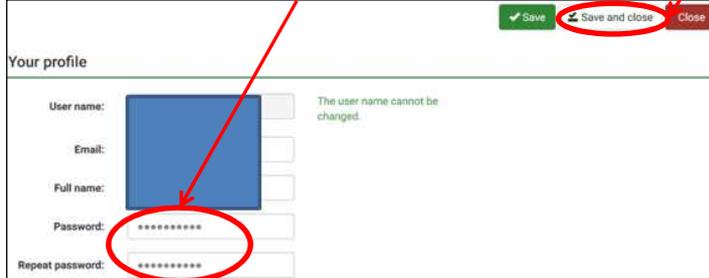


※ How to change Password

- a) After login, click the own account name on the upper right screen and choose [Your account]



- b) Please input a new password in [Password] and [Repeat password], click [Save and close]



※ When you lost a password and cannot login,
 Please come to the counter at the Information System Office in the third floor of the D ridge to initialize a password.

2. Creating surveys

2-1 Creating a new survey

- Please note that the function would be different even the icons are the same.
 The function name will be showed when the mouse pointer hovers over the icon.

1. To create a new survey, first login to LimeSurvey, click on the small arrow beside the Surveys menu and then click [Create a new survey].



2. Select **[Base language]**, enter the **[Survey title]**, then click **[Save and close]** on the top-right.

The screenshot shows the 'Create, import, or copy survey' form. A red circle highlights the 'Save and close' button at the top right. Red arrows point to the 'Base language' dropdown menu (set to 'Japanese') and the 'Survey title' field (containing 'About the new version of LimeSurvey').

Callouts on the right side of the form:

- a) Base language**: The base language for the survey. (Multilingual surveys available)
- b) Description, c) Welcome message**: This is a description/message that will display when a participant first logs into your survey, as shown in the blue frame below. The blue frame shows a preview of the description: 'Questionnaire on LimeSurvey'.
- c) Welcome message**: This is a message that will display when a participant first logs into your survey, as shown in the blue frame below. The blue frame shows a preview of the welcome message: 'Welcome to Lime Survey!'.
- d) End message**: This is a message that will display when a participant completes your survey, as shown in the blue frame below. The blue frame shows a preview of the end message: 'Thank you for your hard work'.

3. Click **[Add new group]**

The screenshot shows the 'Add question group' form. A red circle highlights the 'Add new group' button at the bottom right of the form.

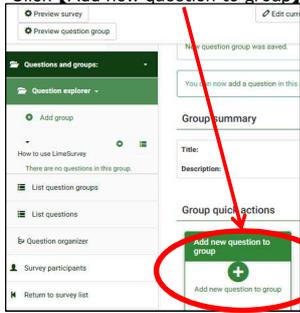
4. Enter **[Title]**, click **[Save and close]** on the top-right.

The screenshot shows the 'Add question group' form. A red circle highlights the 'Save and close' button at the top right. A red arrow points to the 'Title' field, which contains 'How to use LimeSurvey'.

Callouts on the right side of the form:

- a) Description**: This will display when a participant first logs into this question group, as shown in the blue frame below. The blue frame shows a preview of the description: 'How to use LimeSurvey' with the text 'I will explain how to use it.' highlighted in green.

5. Click **[Add new question to group]**



6. Enter **[Code]**, **[Question]**, select **[Question type]**, and then click **[Save and close]** on the top-right.

The screenshot shows the 'Add a new question' form. Annotations include:

- a) Code:** Q000 (Must start with a letter, and only contain letters and numbers (Symbols are unavailable))
- b) Question:** Please describe the frequency of use of LimeSurvey (This will display on the survey as shown in the blue frame below.)
- c) Help:** Please answer in the past 3 months.
- d) Question type:** Long free text

Callout boxes provide further details:

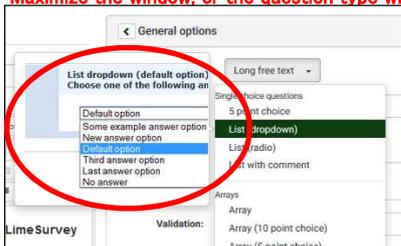
- a)Code** Must start with a letter, and only contain letters and numbers (Symbols are unavailable)
- b)Question, c)Help** This will display on the survey as shown in the blue frame below.

d) Question type

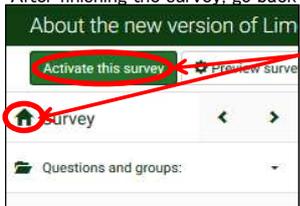
LimeSurvey contains 29 available question types.

※ Hover the mouse pointer over the question type, a screen image will be appeared on the left.

Maximize the window, or the question type will be covered by the screen image.



7. After finishing the survey, go back to the top page(click **[HOME]** icon), then click **[Activate this survey]**.



8. Select **[Yes]** for **[Save IP address]**, click **[Save & activate survey]** (Refer to **3. Activating a survey** regarding how to activate a survey.)

Warning: Please read this carefully before proceeding!
 You should only activate a survey when you are absolutely certain that your survey setup is finished and will not need changing.

Once a survey is activated you can no longer:

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

Additionally the following settings cannot be changed when the survey is active. Please check these settings now:

Anonymized responses?

Save IP address?

Save timings?

Date stamp?

Save referrer URL?

Please note that once responses have been 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.

Save & activate survey Cancel

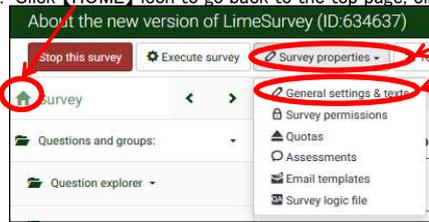
※ Date setting

As shown in the blue frame above, you may set a date stamp for finished survey by selecting **[Yes]** for **[Date stamp]** if necessary.

2-2 Creating multilingual surveys

- Multilingual surveys are available in LimeSurvey.
- Please follow the guidance as below.

1. Click **[HOME]** icon to go back to the top page, click **[Survey properties]** - **[General settings & texts]**.



2. Select and choose **[Additional languages]** under the **[General options]** on the right side of the page, and then click **[Save and close]**.

Save Save and close Cancel

General options

Base language: Japanese

Additional languages:

Afrikaans

Albanian

Survey owner: Amharic

Administrator: Arabic

Armenian

Admin email: Basque

3. A tag of the additional language you chose will show next to the Base language.
- ※ It will be available for participants to choose a language for the survey after editing these tags.

Edit survey text elements and settings

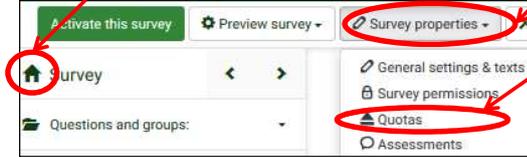
Japanese(Base language) English

Survey title: About the new version of LimeSurvey

2-3 Creating a survey with a limit on responses from defined groups of people

- To create a survey which would be closed automatically after ten participants answered the survey, please follow the steps as below;
- This will be useful for setting a limit on a fixed number of respondents in an Open-access mode survey, for example, a survey for seminar registration.

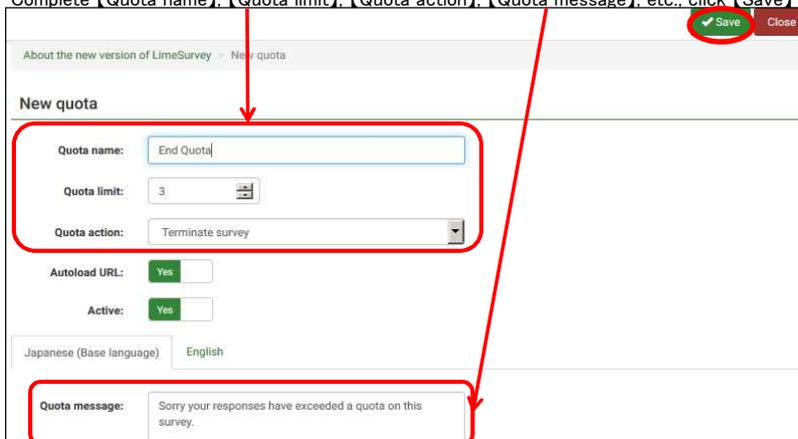
1. Click **[HOME]** icon to go back to the top page, click **[Survey properties]** - **[Quotas]**



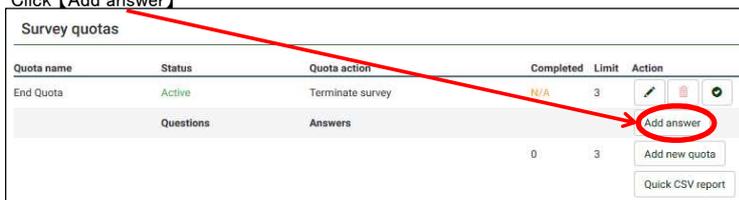
2. Click **[Add new quota]**



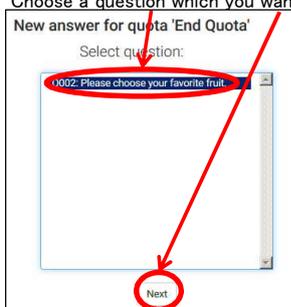
3. Complete **[Quota name]**, **[Quota limit]**, **[Quota action]**, **[Quota message]**, etc., click **[Save]** on the top-right of the page.



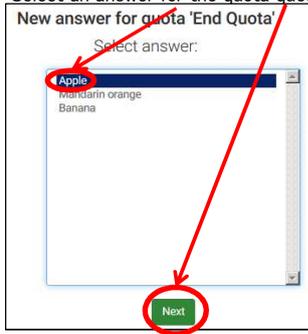
4. Click **[Add answer]**



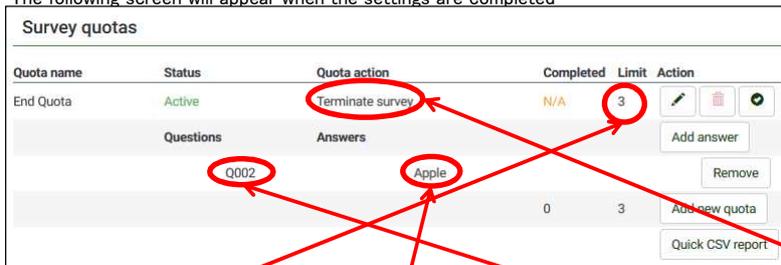
5. Choose a question which you want to define a quota with a limit, then click **[Next]**



6. Select an answer for the quota question, and then click [Next]



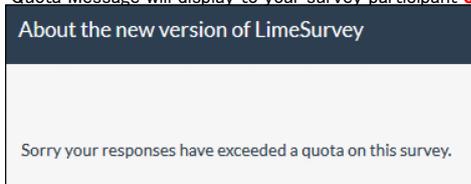
7. The following screen will appear when the settings are completed



※ In this case, when 3 participants answered 「Apple」 for question 「Q002」, the survey will turn to 「Terminate survey」 automatically.

※ **Note**

- This function is only available for simple choice questions like [Yes], [No], etc.
- Quota Limit will be counted after participant submitted the survey.
- Quota Message will display to your survey participant **only after all questions have been completed.**

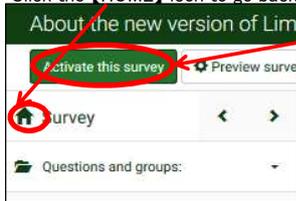


3. Activating a survey

<Notes for activating a survey>

- Confirm if all the contents have been completed before activate the survey.
- The following functions cannot be changed after you activate a survey:
 - Add new groups or delete groups
 - Add new questions or delete questions
 - Add or delete sub-questions

1. Click the [HOME] icon to go back to the top page, click [Activate this survey]



2. Select **[Yes]** for setting question **[Save IP address?]**, click **[Save & activate survey]**

3. Choose access mode for survey

- ※ Closed-access mode
A token code will be automatically generated (You may choose this mode to limit a group of people to participate in your survey)
→ refer to 3-1 Activating a Closed-access mode survey
- ※ Open-access mode
A URL of the survey which can be accessed by anyone will be automatically generated (You may choose this mode to activate a survey without participate limitation)
→ refer to 3-2 Activating an Open -access mode survey

3-1 Activating a Closed-access mode survey

<Creating a survey participant table>

1. Click **[Initialise participant table]** on the activate survey page

2. Click **[Continue]**

3. Click **[Create]**, and then select **[Add participant]**

※ In case of multiple participants, please refer to 3-3 Importing a list of participants to a Closed-access mode survey

4. Enter **[First name]**, **[Last name]**, **[Email]**, click **[Save]**

※ The settings for sending an email **[invitation]** or a **[reminder]** could be changed by this step (Editing is available after submission)

5. After confirming the adding survey participant entry success, you may repeat steps 4-5 if necessary, and then click **[Browse survey participants]**

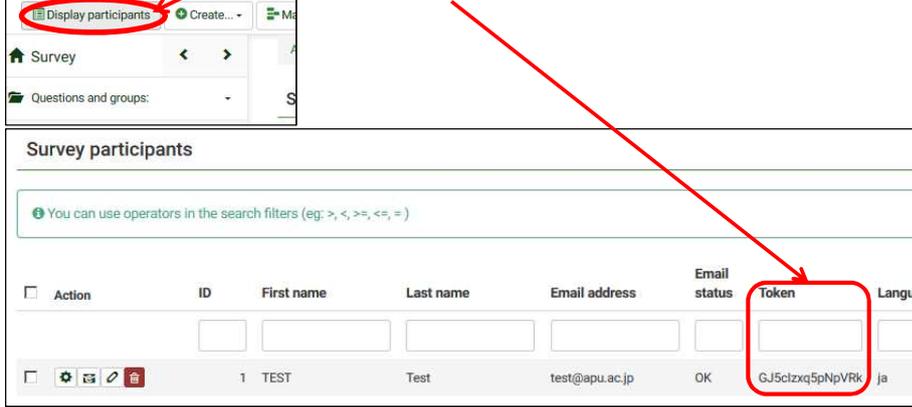
6. Click **[Generate tokens]** in the next page

※What is Tokens※
On occasions that inviting a group of people to participate in survey, a token code will be issued.
Only the people with a valid token code can access this survey.

7. Click **[Yes]** in the next page

8. Confirm the token has been created successfully, then click **[OK]**

9. Click **[Display participants]** in the next page, confirm if the Token code has been added to the Token column.



※ Addition of survey participants will be completed by following the above steps.

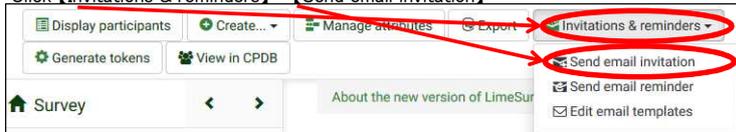
<Sending email invitation>

● The tokens feature allows you to send an email invitation to each person in your list.

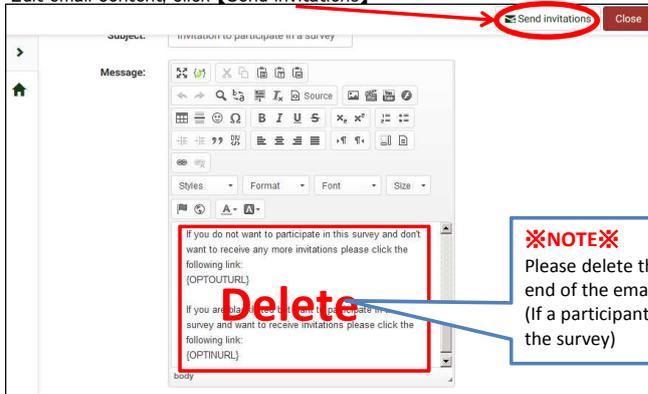
1. Click **[HOME]** icon to go back to the top page, click **[Survey participants]**



2. Click **[Invitations & reminders]** - **[Send email invitation]**



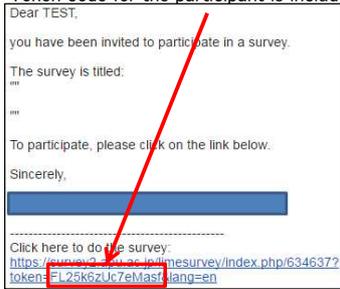
3. Edit email content, click **[Send invitations]**



4. A completion message will be displayed as following

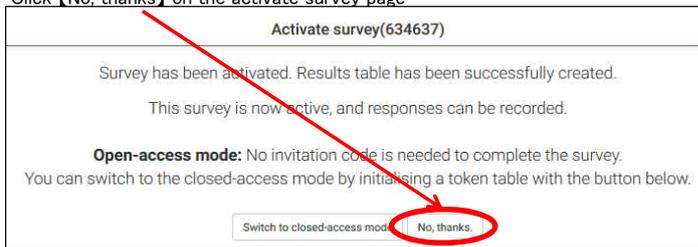


※ Example of email invitation received by a participant
Token code for the participant is included in the URL, which means this survey can be accessed by this participant only.

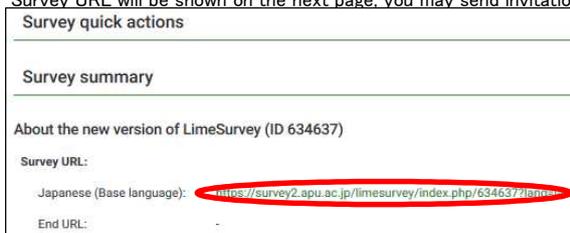


3-2 Activating an Open-access mode survey

1. Click **[No, thanks]** on the activate survey page



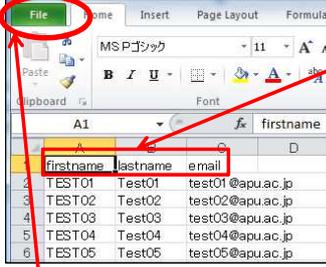
2. Survey URL will be shown on the next page, you may send invitation and inform this URL to participants.



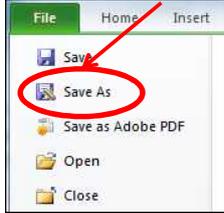
3-3 Importing a list of participants to a Closed-access mode survey

- On occasions you want to invite a group of people to participate in your Closed-access mode survey, you may use CSV file to import several participants.

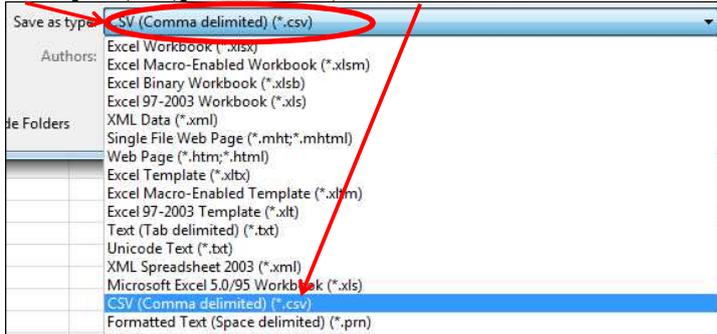
1. Create the following format with Excel (three columns with firstname, lastname, email)



2. Click [File] – [Save as...] (The image would be different due to the Excel version)



3. Select [CSV (*.csv)] from the Format, and then save the file.



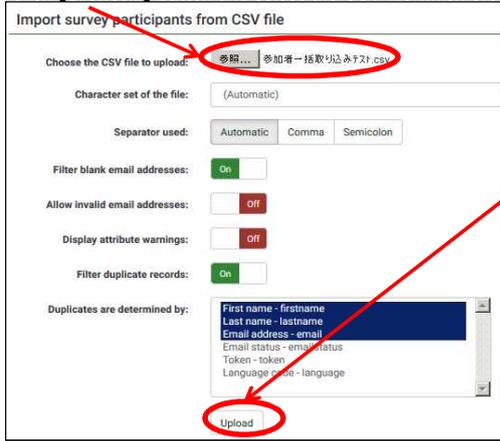
4. Click [HOME] icon to go back to the top page, click [Survey participants]



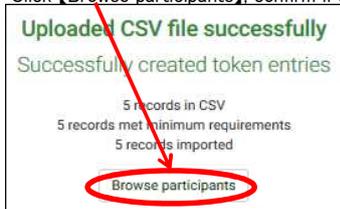
5. Click [Create] – [CSV file]



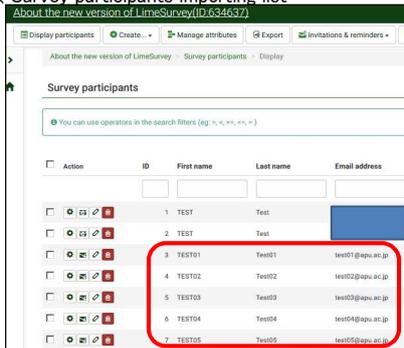
6. Click **[Browse...]** button and select the CSV file which created by Step 1, and then click **[Upload]**



7. Click **[Browse participants]**, confirm if all participants have been imported successfully.



※ Survey participants importing list



4. Closing a survey

1. Click **[HOME]** icon to go back to the top page, click **[Stop this survey]**



2. There are two ways to choose for closing a survey shown in the next page

Stop this survey(634637)

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

Deactivation

- All responses are not accessible anymore with LimeSurvey. Your response table will be renamed to: lime_old_634637_20170207080126
- 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

※ Main features for each method

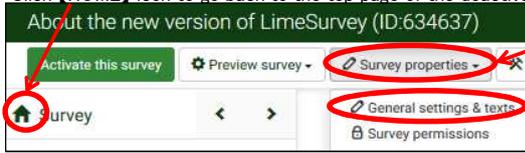
	Save the results	Confirm the results	Edit the survey
Expire survey	○	○	×
Deactivate survey	×	×	○

4-1 Importing answers from a deactivated survey

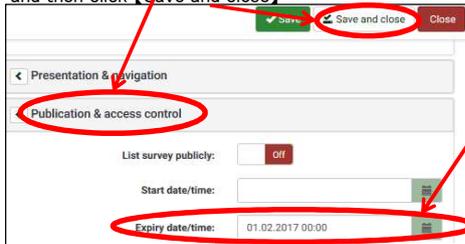
- If you closed your survey accidentally, you may activate your survey and import responses from a deactivated survey table to find your survey answers back.

<Reactivating a survey>

1. Click **[HOME]** icon to go back to the top page of the deactivated survey, click **[Survey properties]** – **[General settings & texts]**

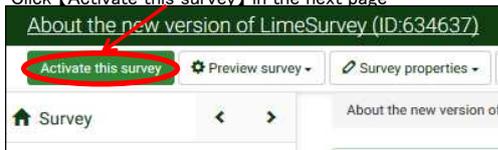


2. Click **[Publication & access control]** on the right side, set **[Expiry date/time]** with a point-in-time before the present time, and then click **[Save and close]**

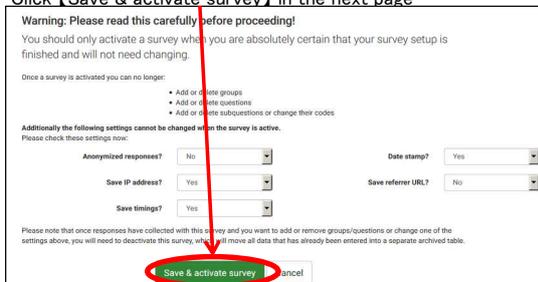


※ Reactivating an expired survey, could prevent the increasing of survey responses during the restoration.

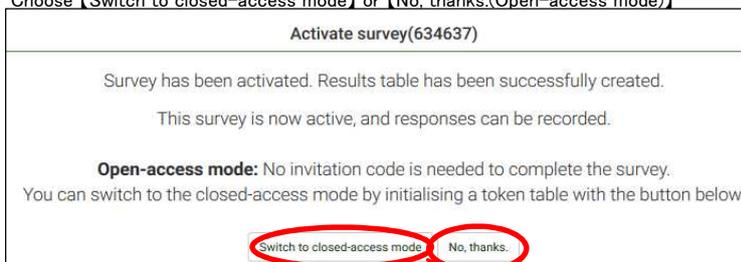
3. Click **[Activate this survey]** in the next page



4. Click **[Save & activate survey]** in the next page



5. Choose **[Switch to closed-access mode]** or **[No, thanks.(Open-access mode)]**



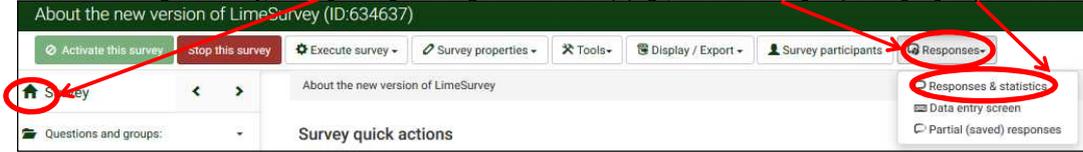
※ In this case, select **[No, thanks]**

6. Confirm if the button **[Activate this survey]** turned to disabled (since we have set an expiry date for reactivating this survey in step 2)

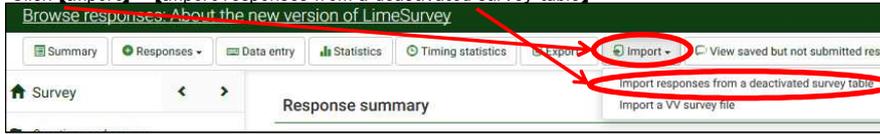


<Importing responses>

1. After reactivating the survey, click **[HOME]** icon to go back to the top page, and then click **[Responses]** – **[Responses & statistics]**



2. Click **[Import]** – **[Import responses from a deactivated survey table]**



3. Confirm if the data file is shown under the **[Source table]** – **[Compatible]**, and then click **[Import]** on the top-right.

This screenshot shows the 'Import responses from a deactivated survey table' dialog box. The 'Source table' and 'Compatible' options are circled in red. Callouts 'a) Compatible' and 'b) Compatible with type coercion' are present. Callout 'a)' points to the 'Compatible' option with the text: 'Choose responses which you would like to import from the this source table.' Callout 'b)' points to the 'Compatible with type coercion' option with the text: 'Using type coercion may break your data, do not use this function.'

Source table	Compatible
2017-02-07 02:13:26 (1 responses)	2017-02-07 02:13:26 (1 responses)
2017-02-07 08:05:28 (4 responses)	2017-02-07 08:05:28 (4 responses)
Compatible with type coercion	No old responses found.

4. Confirm if all responses were successfully imported in the next page.



5. Adding questions

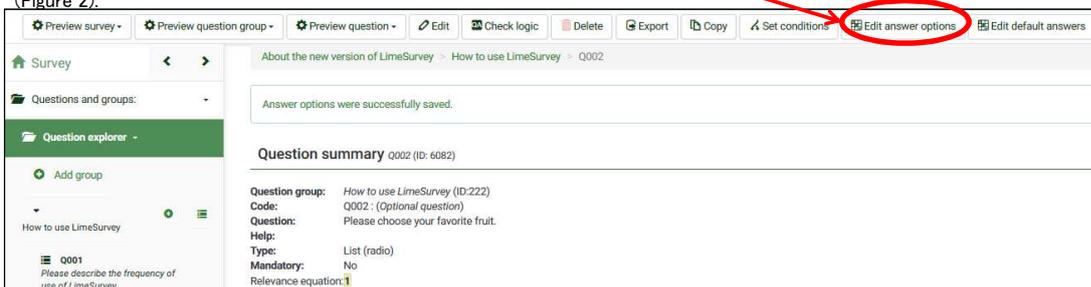
5-1 How to add answer options

< What's about Answer options ? >

- It stands for each one of several question items as shown as (Figure 1).
- An answer option is able to edit if a specified question format (lists etc.) for answer options in need, menu block. **[Edit answer options]** will be shown as (Figure 2) in the question (Figure 1).

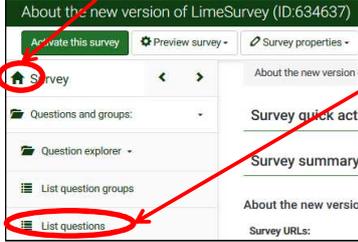
Position	Code	Answer option	Actions
+	A1	Apple	👁️ 🗑️
+	A2	Mandarin orange	👁️ 🗑️
+	A3	Banana	👁️ 🗑️

(Figure 2).

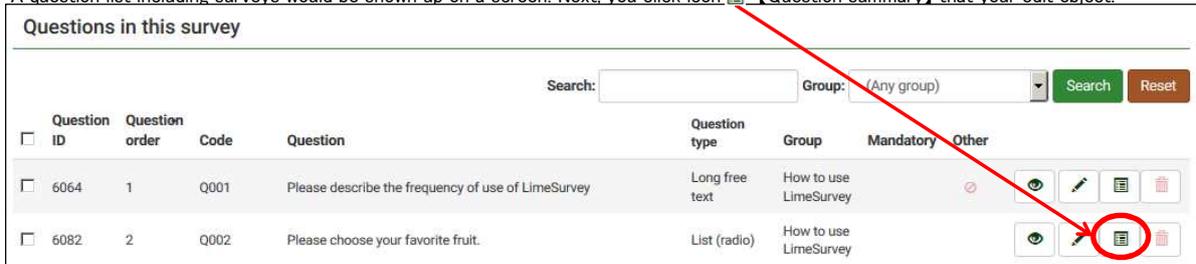


(Editing answer options)

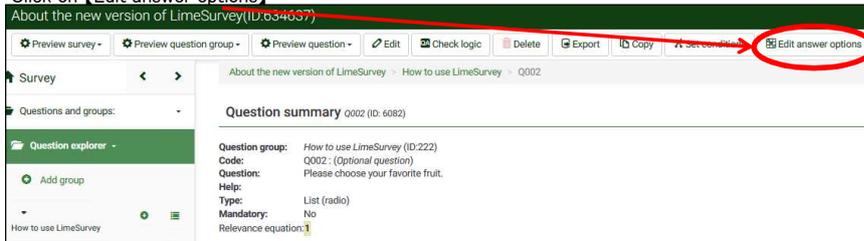
1. Click **[HOME]** icon and go on top screen, then click on **[List questions]**.



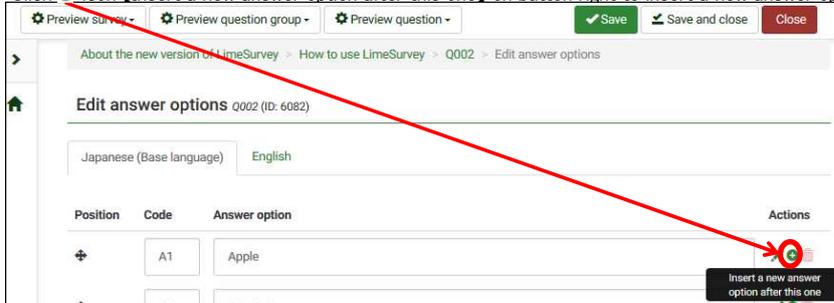
2. A question list including surveys would be shown up on a screen. Next, you click icon **[Question summary]** that your edit object.



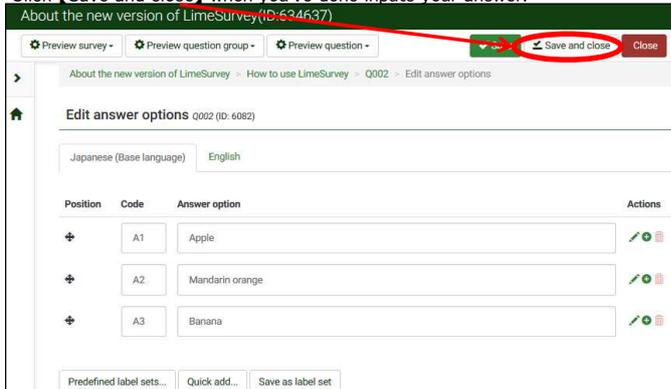
3. Click on **[Edit answer options]**



4. Click **+** icon **[Insert a new answer option after this one]** on button right to insert a new answer option.



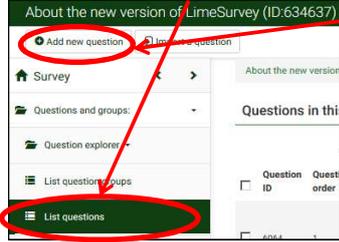
5. Click **[Save and close]** when you've done inputs your answer.



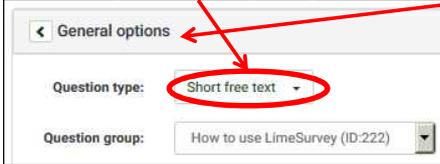
5-2 What's about Advanced settings.

- 「Advanced settings」 function works for each question's format in LimeSurvey.
- According to set up this function, an existing questions works more suitable to user's needs.
Now, show you how to restrict inputting letter as "numbers only" at Short free text.

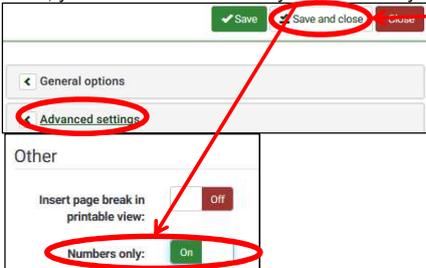
1. Click on **[List questions]** from side menu, next click on **[Add new question]** in upper left corner.



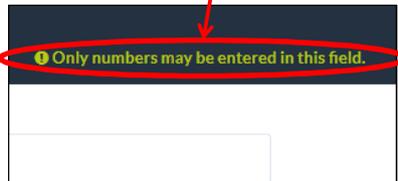
2. You choose **[Short free text]** from **[Question Type]** of **[General Options]** Category in right side menu.



3. Next, you create button "ON" by "Numbers only" of **[Advanced setting]** Category. Then click on **[Save and close]** to complete.



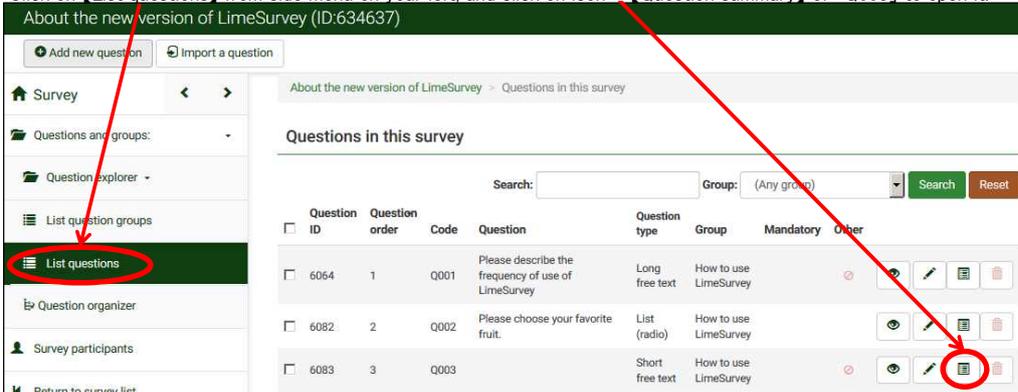
※ On the screen will have been added a notification as below.



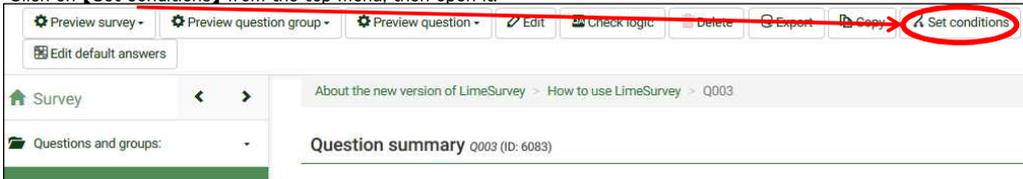
5-3 Setting Branch condition to the question

- e.g.) following set-up as below, can be displayed in 「Q003」 by the answer only 「apple」 extracted from 「Q002」.

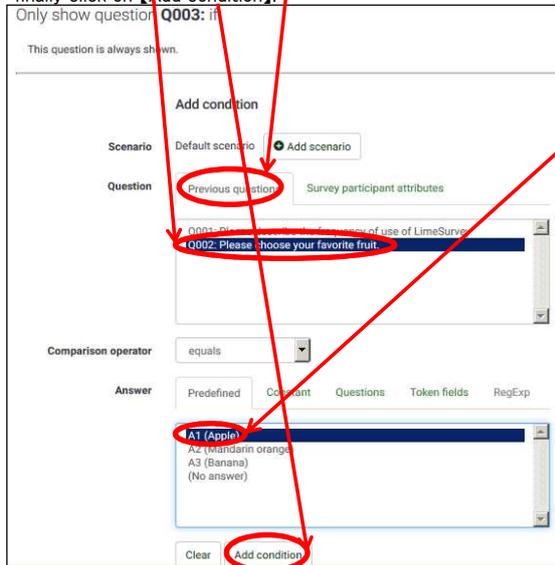
1. Click on **[List questions]** from side menu on your left, and click on icon **[Question summary]** of 「Q003」 to open it.



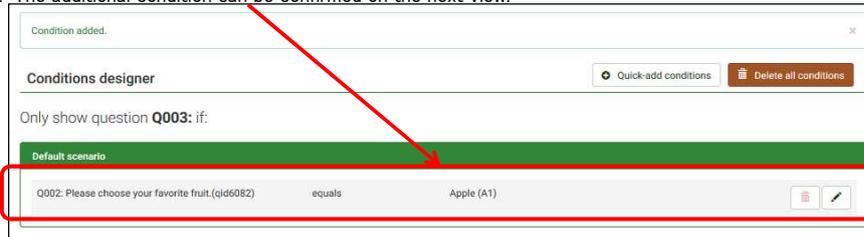
2. Click on **[Set conditions]** from the top menu, then open it.



3. First, click on **[Q002]** by **[Previous questions]** in the middle page, and you choose on **[A1(Apple)]** (the chosen phrase turn in blue) as **[your answer]**, finally click on **[Add condition]**.

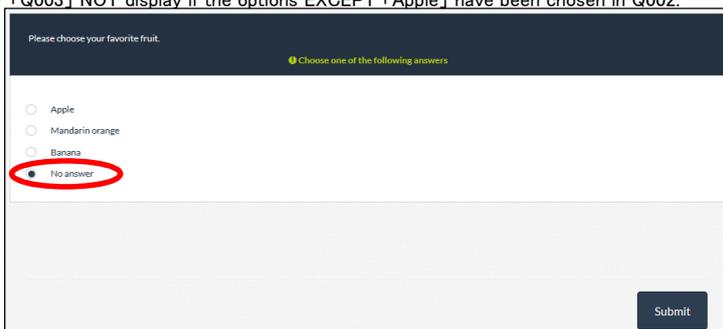


4. The additional condition can be confirmed on the next view.

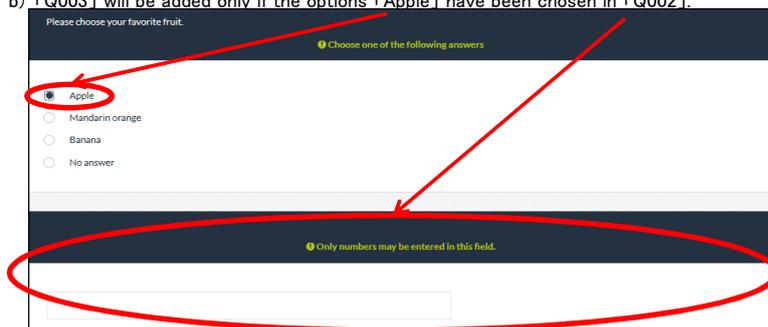


※ Sample

a) **[Q003]** NOT display if the options EXCEPT **[Apple]** have been chosen in **[Q002]**.



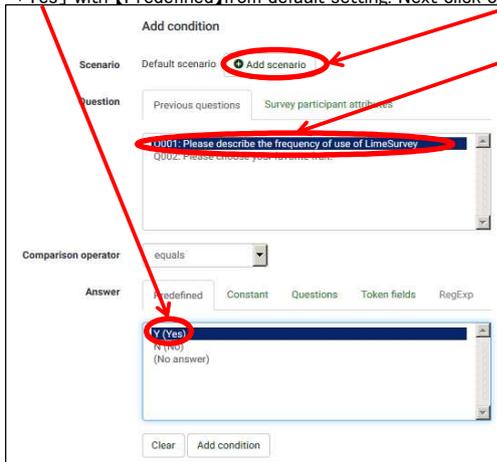
b) **[Q003]** will be added only if the options **[Apple]** have been chosen in **[Q002]**.



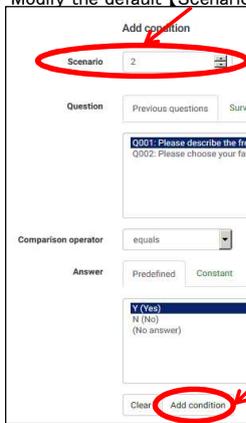
※ How to set up multiple options for questions.

● 「Q003」 will be displayed only if conditions are 「Q001」 answered with 「Yes」 OR 「Q002」 answered with 「Apple」.

5. Page of 【Set conditions】 of 「Q003」. Choice of select the options from each tab as 「Q001」 with 「Previous questions」, 「Yes」 with 「Predefined」 from default setting. Next click on 【Add scenario】.



6. Modify the default 【Scenario】 from 「1」 to 「2」 such as number, and click 【Add conditions】.



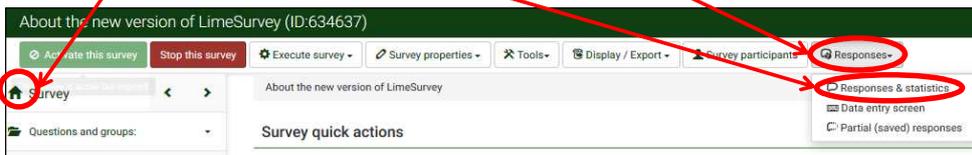
7. To confirm if the settings finished by the previous steps have been completed. And each sections are connected with 「OR」.



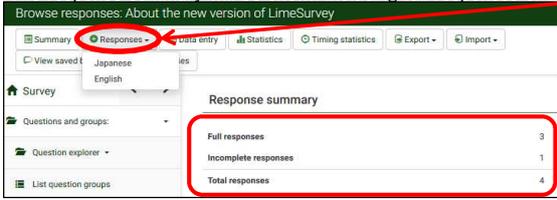
※ If case for setting [and], should be chosen number 1 (one) in step 6.

6. Confirmation for the answering result.

1. Click 【HOME】 icon to move a top page, and click 【Responses & statistics】 from 【Responses】 menu.



- If Multilanguage have been registered in your survey, choose one language your prefer from [Responses] menu. The response summary will be shown including full responses or incomplete responses.



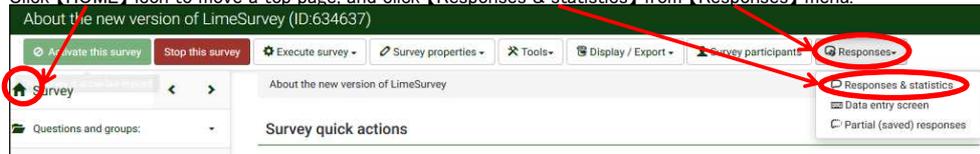
- A summary detail will be shown on next page in the language your chosen. Also the summary detail is able to Delete, Correction and Confirmation according to your needs.



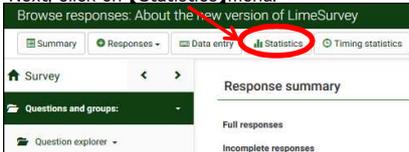
6-1 How to get statistics by responses.

- The LimeSurvey works a function for outputting statistics by the survey responses. It is show you how to get statistics by using graph as it follows:

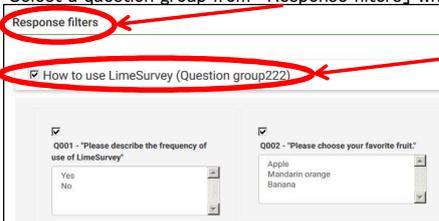
- Click [HOME] icon to move a top page, and click [Responses & statistics] from [Responses] menu.



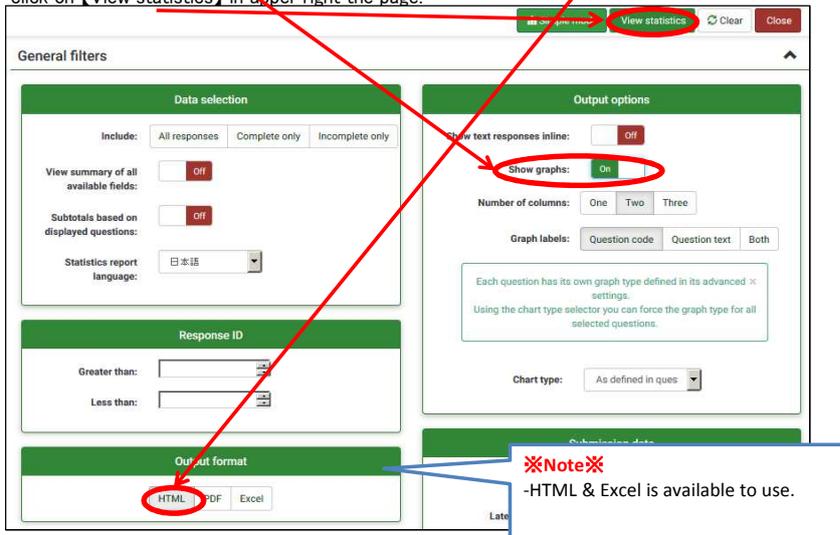
- Next, click on [Statistics] menu.



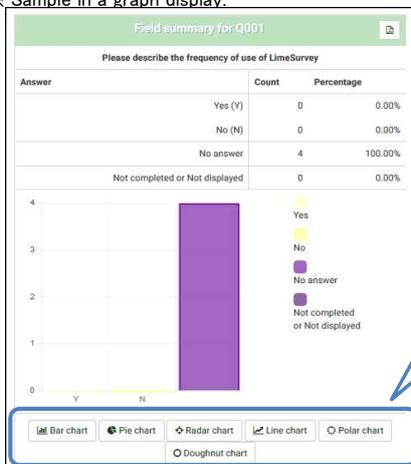
- Select a question group from [Response filters] what you would like to make it display statistics. (☑ means choice its group)



- Turn into on [ON] in [Show graphs] from 「Output options」 and choice HTML or Excel from 「Output format」, click on [View statistics] in lower right the page.



※ Sample in a graph display.



※NOTE※

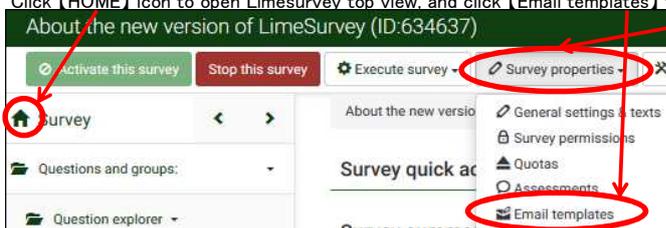
- Each button in a frame will display each type of graphs.
- Graphs are available to display in only HTML format.
- By the type of question might be occurred non graphed display.

7. Others

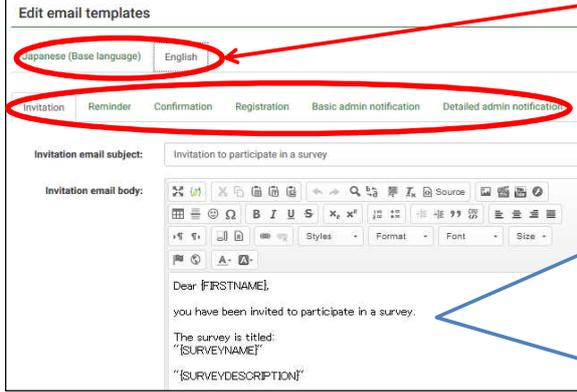
7-1 How to change email template.

- Limesurvey used by greetings mail or reminders mail are able to save as templates.

- Click [HOME] icon to open Limesurvey top view, and click [Email templates] from [Survey properties].

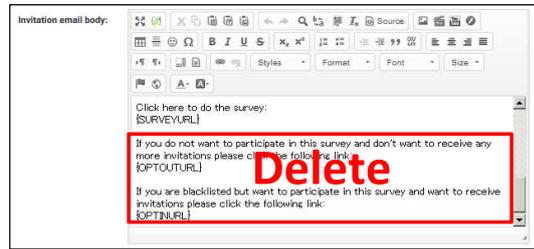


2. It is also able to create templates by switching menu tabs of each mail. (it can be editorial each language)



※NOTE※

You must delete that each section is included {OPTOUTURL} and {OPTINURL} where are in bottom each e-mail. (It's occurred impossible to join the survey if a participant click on them in accidentally.)



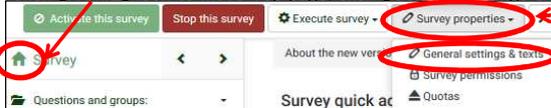
※ Mails description

- Invitation This is an E-mail that invite to survey for participants. (Use in closed survey)
- Reminder This is an E-mail that reminder to answer for unanswered participants. (Use in closed survey)
- Confirmation This is a notification E-mail that registered answer completely of participants' who had already answered.
- Registration This is a notification E-mail that a participant has been registered as the participant of a survey.
- Basic admin notification This is a notification E-mail that sent out to the survey administrator with its contents when had added answers in the survey.
- Detailed admin notification This is a notification E-mail that sent out to the survey administrator with its contents when had added answers in the survey. (it can be refer to answers' information.)

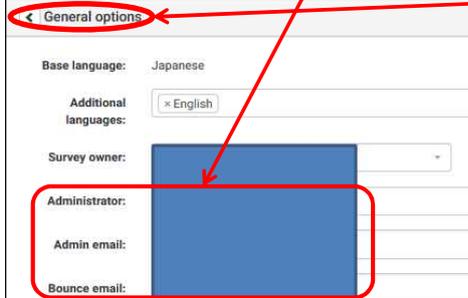
7-2 Note of copying the survey.

● It need to pay attention that is taken over to the section within information in previous, when you create a survey by copied of an extant survey.

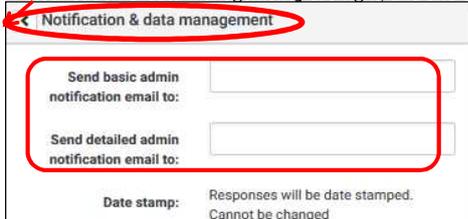
1. Click [HOME] icon to move Top page, click [General settings & texts] from [Survey properties] menu.



2. To confirm [Administrator], [Admin email], [Bounce email] in [General options] from a right display, and to correct in order to needs.



3. From the display on your right to confirm that address of Admin notification email (2 points of Basic and Detailed) of [Notification & data management] are right, and and to correct in order to needs.



7-3 Data transport procedure from ex-LimeSurvey

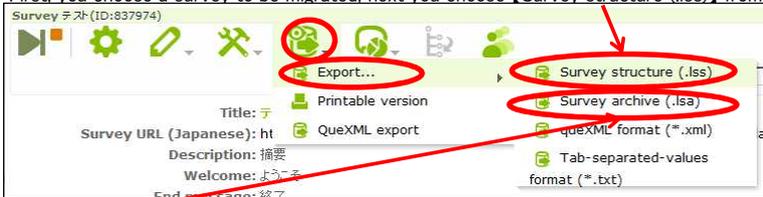
- New LimeSurvey has been dynamically changed display or maneuvering feeling than ex-LimeSurvey.
 - Thus, we recommend to create basically to new survey without migration from old environment.
- This manual will show how to migrate used with export function from the old environment. Please fully understand following points to use.

- ① It might unexpected occur any trouble (bug).
 - Thus, please remember to do all operation verification after the survey had migrated that confirm to not only preview also including answers, submits, countings.
- ② It might occur the migration not works correctry that a survey including logic complicated such as a conditional branch.
 - Thus, please to confirm that the survey works right when it's migrated coverall every patterns.
- Please newly re-create a survey (recommended) or make an unworkable section retry to be right by hand work if the migration has not been working well.

<Exporting of ex-surveys>

- About migrating to new LimeSurvey, a previous version exports a survey as first.

1. First, you choose a survey to be migrated, next you choose **[Survey structure (.lss)]** from a figure's icon.



※ You choose **[Survey archive(.lsa)]** above chart, if it will take over the participants' information or the answer contents.

2. Save a file anywhere else on your PC.

Name	Date modified	Type	Size
limesurvey_survey_158496.lss	3/23/2017 10:37 AM	LSS File	321 KB

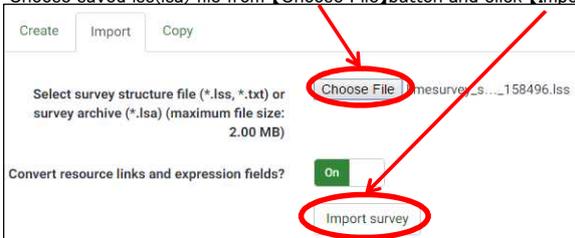
<Importing of ex-surveys>

- Next, the exported survey file to be imported by new virsion.

1. Log in to the new LimeSurvey, and click **[Import a survey]** from **[Surveys]** a button in the display on your right upper.



2. Choose saved lss(lsa) file from **[Choose File]** button and click **[Import survey]**.



3. Click **[Go to Survey]** when you confirm the processing successful complete.

