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



X The image of Survey

Question Group	01	
Question1-1	Question1-2	Question1-3
Question1-4	Question1-5	Question1-6
Question Grou	o2	
Question Group Question2-1	02 Question2-2	Question2-3

1-2 Login to LimeSurvey

1. When account registration to LimeSurvey is completed in an information system office, the following emails arrive. <u>Check the displayed information and click[Click here to log in]</u>

'Li	meSurvey' へのユーザ登録 😑 💩 🖉	ę	5 🛛
1	Administrator your-email@exampk 15:29 (22 時間前) ☆ To 自分 回	*	•
	こんにちは、		
	本サイト 'LimeSurvey' 上でユーザー カウントが作成されたことを する、自動送信メールです。	お知らせ	ţ
	この認証情報をつかってログイルしてください: ユーザ名:e バスワード・ ログ・パネスにまこったりいたの。ます		
	ロノーンサービュニュニュンサリンスタン このメールに関してのご質問は、ご遠慮なく、サイト管理者 your- email@example.net までどうぞ。ありがとうございました!		

- 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. $\frac{\text{Selectable the desired language}}{\text{Selectable the desired language}}$ from Mac-style pull-down menus.



\divideontimes How to chang Password



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].





3. Click (Add new group) About the new version of LimeSurvey (ID:634637)



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

>	Add question gro	up	
	Japanese(Base angua Title Description:	How to use LimeSurvey X W X ∩ @ @ @ A A Q th F F K @ Source @ @ @ Ø E @ Ω B I U S x, xt F ::::	a)Description This will display when a participant first logs into this question group, as shown in the blue frame below. How to use LimeSurvey
	a)	Image: state with the state sta	<u>I will explain how to use it.</u>

- 5. Click (Add new question to group)
- 6. Enter [Code], [Question], select [Question type], and then click [Save and close] on the top-right.



- 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. <u>Maximize the window, or the question type will be covered by the screen image.</u>



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!

Walling. Flease leau	uns careiu	iny before pr	oceeding:		
You should only activate	e a survey v	when you are	absolutely certain	that	
your survey setup is fini	shed and w	vill not need o	hanging.		
Once a survey is activated you can	no longer:				
	 Add or delete Add or delete Add or delete 	groups questions subquestions or cl	nange their codes		
Additionally the following settings Please check these settings now	cannot be chan	ged when the surve	ey is active.	_	
Anonymized responses?	No	-	Date stamp?	Yes	-
Save IP address?	Yes		Save referrer URL?	No	-
Save timings?	Yes				
Please note that once responses in groups/questions or change one p will move all data that has alread	ave collected with the settings about the settings about the settings about the settings about the setting set	th this survey and y over you will need to ob separate archiv	o deactivate this survey, wheed table.	lich	
$\boldsymbol{<}$	Save & activa	te 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. <u>Select and choose [Additional languages]</u> under the [General options] on the right side of the page, and then click [Save and close].



3. A tag of the additional language you chose will shows next to the Base language.

<u>It will be available for participants</u> to choose a language for the survey after editing these tags.

 Edit survey text elements and settings



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

[Quotas]

- 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	e top page, click [Survey properties] -
A ctivate this survey	Preview survey -	Ø Survey properties -
arvey	k >	General settings & texts Gurvey permissions
Questions and groups:		Quotas Ø Assessments

2. Click [Add new quota]

uota name	Status	Quota action	Completed L	imit Action
			0 0	Add new quot

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

oout the new version o	f LimeSurvey > New quota	
ew quota		
Quota name:	End Quota	
Quota limit:	3	
Quota action:	Terminate survey)
Autoload URL:	Yes	
Active:	Yes	
panese (Base langua	ge) English	
Quota message:	Sorry your responses have exceeded a quota on this survey.	ŀ

4. Click [Add answer]

Quota name	Status	Quota action	Completed	Limit	Action		
End Quota	Active	Terminate survey	N/A	3	1	â	0
	Questions	Answers			Add	answe	
			0	3	Add	new q	uota

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



6. <u>Select an answer for the quota question</u>, and then click [Next] New answer for quota 'End Quota'



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



X 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] About the new version of Lim



	te a survey when you an	e absolutely certain	that	
our survey setup is fir	lished and will not need	changing.		
nce a survey is activated you ca	n no longer:			
	Add or delete groups Add or delete questions Add or delete subquestions or	change their codes		
dditionally the following setting lease check these settings new:	is cannot be changed when the sur	vey is active.		
Anonymized responses?	No	ate stamp?	Yes	1
Save IP address?	Yes	Save referrer URL?	No	1
Save timings?	Yes 💌	/		
	have collected with this output and	you want to add or remove		
Save IP address? Save timings?	Yes Y	Save referrer URL?	No	

3. Choose access mode for survey



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)

 \rightarrow refer to 3–2 Activating an Open –access mode survey

3-1 Activating a Closed-access mode survey

<Creating a survey participant table>



2. Click [Continue]



3. Click [Create], and then select [Add participant] About the new version of LimeSurvey(ID:634



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

<u>Enter [First nam</u>	ne], [Last nam	e], [Email], click [S	ave			Save Clo
About the new	version of LimeSurvey	Surveyparticipants > Survey par	ticipant entry			
Add survey	participant					
ID:	Auto			Completed? No		
Hirst name:	TEST			Last name: Test	>	
Token:			*	NoteX		
	You can leave this bla 'Generate Tokens'	k, and automatically generate toke	ns using Or	ly Email address ends with (@apu.ac.jp is available.	
Email:	test@apu.ac.jp					
Invitation sent?	Yes	07.02.2017 00:00	iii	Reminder sent? Yes	14.02.2017 00:00	
Uses left:	1					
Valid from:			=	Until:		

* 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]

Adding survey participant entry	
Success	
New entry was added.	
Browse survey participants Add another participant	

6. <u>Click [Generate tokens] in the next page</u>

	Display participants	Create •	The Manage attributes	Se Export	Invitations & reminders > C Generate tokens
>	About the new v	version of LimeSu	rvey 🗧 Survey participant	s > Display	
A	Survey part	icipants			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.
. <u>Cli</u> ci	ick 【Yes】 in the nex	kt page e tokens for all t	Create tokens hose in this token list th	at have not t	een issued one. Continue?

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

No

Yes



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

Survey	< >	P					
Questions and group	os: 👻	S					
Survey partic	ipants						
You can use op	erators in the sea	arch filters (eg: >, <, >=	:, <=, =)		$\overline{\}$		
Ç							
Action	ID	First name	Last name	Email address	Email status	Token	Langu

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

<Sending email invitation>

- lacet 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]

	Stop this survey	Execute s	urvey 🕶	O Survey properties -	★ Tools•	🕲 Display / Export 🚽	Survey participants
C	Survey	<	>	About the new versi	on of LimeSur	vey	

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

Display participant	s Create	📰 Manage attenutes 🛛 🗟 Export 🗦	Invitations & reminders •
Generate tokens	Wiew in CPDB		Send email invitation
Survey	< >	About the new version of LimeSur	Send email reminder ✓ Edit email templates

3. Edit email content, click [Send invitations]

	Subject.	Invitation to participate in a survey
>	Message:	
ft		< > Q は 岸 IX Disource 回 酱 B Ø
		· 推 推 27 33 臣 章 重 ■ · · · · · · · · · · · · · · · · · ·
		Styles - Format - Font - Size -
		If you do not want to participate in this survey and don't XNOTEX
		following link: Please delete the content including {OPTOUTURL} and {OPTINURL} in the
		end of the email.
		If you and CIC Comments of the participant clicks the URL by mistake, it will be unable to participate in
		subwy and want to receive instantons pease cack the the survey)
		(OPTINURL)
		body

4. A completion message will be displayed as following

	Sending invitations
Invitation sent to:2: TEST Test (@apu.ac.jp)
All emails were sent.	

* Example of email invitation received by a participant <u>Token code for the participant is included</u> in the URL, which means this survey can be access by this participant only. Dear TEST.

you have bee	n invited to participate in a survey.
The survey is	titled:
To participate	please click on the link below.
Sincerely,	
Click here to	do the survey:
https://survey token=FL25k6	2. <u>a.u. ac.jp/limesurvey/index.php/6346372</u> 5zUc7eMast <mark>ulang=en</mark>

3-2 Activating an Open-access mode survey

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

	Activate survey(634637)
Survey has b	een activated. Results table has been successfully created.
This s	urvey is now active, and responses can be recorded.
Open-access You can switch to the c	mode: No invitation code is needed to complete the survey. losed-access mode by initializing a token table with the button below.
	Switch to closed-access model No, thanks.

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

Survey summary	
About the new version of Lime	eSurvey (ID 634637)
Survey URL:	
Japanese (Base language): 🧲	nttps://survey2.apu.ac.jp/limesurvey/index.php/634637?lange-
End URL:	2

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. <u>Create the following format with Excel</u> (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.

Save as type	CSV (Comma delimited) (*.csv)
Authors:	Excel Workbook (* xisx) Excel Macro-Enabled Workbook (* xism)
	Excel Binary Workbook (*.xlsb) Excel 97-2003 Workbook (*.xls)
de Folders	XML Data (*.xml) Single File Web Page (*.mht;*.mhtml) Web Page (*.htm;*.html) Excel Template (*.xltx) Excel Macro-Enabled Template (*.xlm) Excel 97-2003 Template (*.xl) Text (Tah delimited) (*.tt)
	Unicode Text (*.txt) ML Spreadsheet 2003 (*.xml) Microsoft Excel 5.0/95 Workbeek (*.xls)
	CSV (Comma delimited) (*.csv)
	romated reactpace demined (.pm)

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

Str.p this survey	C Execute sur	rvey 🕶		X Tools-	🕲 Display / Export 🕶 🔩 Survey participants
A Sirvey	۲.	>	About the new versi	on of LimeSur	vey

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

Joirt survey participants i	ion cavine	
Choose the CSV file to upload:	奏闘参加者一括取り込みテスト.csv	
Character set of the file:	(Automatic)	
Separator used:	Automatic Comma Semicolon	
Filter blank email addresses:	On	
Allow invalid email addresses:	no	
Display attribute warnings:	no	
Filter duplicate records:	<u>on</u>	
Duplicates are determined by:	First name - firstname Last name - lastname Email address - email Email status - emeriatus Token - toket Language zwo - language	
	Upload	

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



X Survey participants importing list

Di	isplay participants	Create •		Manage attributes	G Export	Invitations & reminders -							
	About the new w	ersion of LimeSu	rvey	 Survey participants 	s - Display								
	Survey parti	Survey participants											
	O You can use c	${\bf 0}$ You can use operators in the search filters (eg: >, <, >=, <=, =)											
	C Action	ID		First name	Last name	Email address							
	C 0 80 0	8	1	TEST	Test								
	000	8	2	TEST	Test								
		. (3	TESTOI	Test01	test01@apu.ac.jp							
		8	4	TEST02	Test02	test02@apu.ac.jp							
		8	5	TEST03	Test03	test03@apu.ac.jj							
	0 = 0	8	6	TEST04	Test04	test04@apu.ac.j							

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 s	survey(634637)
Warning: Please read thi	s 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.

 X Main features for each method
 Save the results
 Confirm the results
 Edit the survey

 Expire survey
 O
 O
 ×

 Deactivate survey
 ×
 ×
 O

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]



 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]

Presentation & pavigation		
Publication & access control		
List survey publicly:	Off	
Start date/time:		
Expiry date/time:	01.02.2017 00:00	#

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

sion of Limes	Survey (ID:634637)
Preview survey -	Survey properties +
« »	About the new version of
	sion of Limes > Preview survey -

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

nnisneu and will not need chang	ing.				
Once a survey is activated you can no longer:					
	Add or d lete gro	squo			
	Add or delete que	estions			
	Add or delete sul	bquestions or change their	codes		
Additionally the following settings cannot be ch Please check these settings now:	anged wit on the	survey is active.			
Anonymized responses?	No	•	Date stamp?	Yes	•
Save IP address?	Yes	*	Save referrer URL?	No	-
Save timings?	Yes	*			
Please note that once responses have collected	with this survey a	and you want to add or rem	rove groups/questions or change one of	the	
sattings above you will good to deactivate this a	urvey, which will a	move all data that has alre	ady been entered into a separate archive	d table.	

5. Choose [Switch to closed-access mode] or [No, thanks.(Open-access mode)]
Activate survey(634637)
Survey has been activated. Results table has been successfully created.
This survey is now active, and responses can be recorded.
Open-access mode: No invitation code is needed to complete the survey.
You can switch to the closed-access mode by initialising a token table with the button below.
Switch to closed-access mode [No, thanks.]

X 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) About the new version of LimeSurve

Activate this survey	Sto 2	0	
This survey is active but expired.	<	>	

<Importing responses>

1. After reactivating the survey, click, [HOME] icon to go back to the top page, and then click [Responses] – [Responses & statistics] About the new version of LimeSurvey (ID:634637)

Activate this survey	stop	this survey	🌣 Execute survey - 🖉 Survey properties - 🎘 Tools- 🕲 Display / Export - 主 Survey partic					Responses-
A Steey	<	>	About the new version	on of LimeSurvey				Q Responses & statistics
								Data entry screen

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

Summary	O Responses -	📼 Data e	ntry	Timing statistics	S Export	🕤 Import 🗸	View saved but not submitted res
A Survey	<	>	Response sum	sponse summary			ponses from a deactivated survey table V survey file

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



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

4 old response(s) were successfully imported.	
Response summary	
Full responses	3
Incomplete responses	1
Total responses	4

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_letc.) for answer options in need, menu block.
 [Edit answer options] will be shown as (Figure 2) in the question

Position	Code	Answer option	Actions
\$	A1	Apple	/0
	A2	Mandarin orange	/01
•	A3	Banana	10



(Editing answer options)

1. Click [HOME] icon and go on top screen, then click on [List questions]. About the new version of LimeSurvey (ID:634637)



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

	Question			Search:		Group:	(Any group)	- Search	Reset
		Question order	Code	Question	Question type	Group	Mandatory Other		
	6064	î	Q001	Please describe the frequency of use of LimeSurvey	Long free text	How to use LimeSurvey	0	• / 6	
	6082	2	Q002	Please choose your favorite fruit.	List (radio)	How to use LimeSurvey		•	Ť

3. Click on [Edit answer options]

Preview survey -	Previ	ew questio	n group + 🍄 Previ	ew question +	O Edit	Check logic	i Delete	G Export	Copy	A det condition	B Edit answer options	
Survey	<	>	About the new version of LimeSurvey > How to use LimeSurvey > Q002									
Questions and groups: - Question summary 0002 (ID: 6082)												
Question explorer	•:		Question group:	How to use Li	meSurvey (I	D:222)						
O Add group		Question: Help:	Please choos	e your favo	rite fruit.							
Type: List (radio)												
How to use LimeSurvey		Relevance equation	on:1									

4. Click cicon [Insert a new answer option after this one] on button right to insert a new answer option. Preview survey - Preview question group - Preview question -✓ Save ≤ Save and close Close





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. About the new version of LimeSurvey (ID:634637)



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

< General options	
Question type:	Short free text 🔹
Question group:	How to use LimeSurvey (ID:222)

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.

About the new ve	ersion of LimeSi	urvey	y (ID:634	1637)								
Add new question	Import a question	n										
A Survey	< >	AL	bout the new	v version of	LimeSurv	vey > Questions in this surve	y.	\mathbf{i}				
Questions and groups:		Qu	uestions	in this s	survey							
Question explorer •						Search:		Group:	(Any group)		 Search 	ieset
List question groups			Question ID	Question order	Code	Question	Question type	Group	Mandatory	Other		
E List questions			6064	1	Q001	Please describe the frequency of use of LimeSurvey	Long free text	How to use LimeSurvey		0	• / =	ê
₽ Question organizer			6082	2	Q002	Please choose your favorite fruit.	List (radio)	How to use LimeSurvey			• .	ô
Survey participants			6083	3	Q003		Short free text	How to use LimeSurvey		0	• /	ê
Return to survey list												

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

	Preview survey -	Preview survey - Preview question		on group -	Preview question -	C Edit	Check logic		C Export	Copy	A Set conditions	
	B Edit default answer	s										
A	Survey		<	>	Abou	t the new version of Limes	Survey > H	ow to use LimeSurv	vey > 0003			
-	Questions and groups:				Que	stion summary qoo	3 (ID: 6083)					

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]. Only show question Q003: if



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

Condition added.				×
Conditions designer			Quick-add conditions	Delete all conditions
Only show question Q003: if:				
Default scenario				
Q002: Please choose your favorite fruit.(qid6082)	equals	Apple (A1)		
l.				

Plea	ase choose your favorite fruit.					
		Choose or	e of the following	answers		
	Apple					
	Mandarin orange					
0	Banana					
۲	No answer					

b) $\lceil Q003 \rfloor$ will be added only if the options $\lceil Apple \rfloor$ have been chosen in $\lceil Q002 \rfloor$

	Choose one of the following answers	
Apple		
Mandarin orange		
Banana		
) No answer		
	<u> </u>	
	Only numbers may be entered in this field.	

- ※ 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].

Add condition	
Default scenario	
Previous questions Survey participant attributes	
 O001: Please describe the frequency of use of LimeSurvey OU02: Pressections your stream to be 	~
	Ŧ
equals 👻	
equals	JExp
equals	JExp
equals	jExp
	Add condition Default scenario Previous questions Survey participant attributes U001: Plesse describe the frequency of use of LimeSurvey QUUL: Plesse Groups your recent plant

6. <u>Modify the default [Scenario</u>] 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].
Only show question Q003: if:

icenario 1 👘 🖊 O			
Q002: Please choose your favorite fruit.(qid6082)	equals	Apple (A1)	1
IR) mario 2 💼 🖍 O			
Q001: Please describe the frequency of use of	equals	Yes (Y)	ê /

% 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.

About the new ver	sion of Lir	neSurvey (ID:634637)						
Act vate this survey	Stop this su	vey Execute survey -	Survey properties -	🛠 Tools-	🕲 Display / Export 🗸	Curvey participants	G Responses-		
🕈 Survey	< >	About the new versi	About the new version of LimeSurvey						
Questions and groups:	•	Survey quick a	ctions				C Partial (saved) responses		

2. 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.

	Summary	O Responses -	100	Data entry de Statistics	Timing statistics	Export -	E Import +		
	C View saved t	101							
•	Survey	English		Response summary					
*	Questions and g	roups:	•	Full	responses				3
2	Question explo	orer -		Inco	mplete response:				1
	List question (TOUDE		Tota	responses				4

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

	id	lastpage	completed	startlanguage
Г	5	1	~	ja
	6	1	~	ja
	7	1	~	ja
	8	1	×	ja

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:

. C	lick [HOME] icc About the new ver	ick 【HOME】 icon to move a top page, and click 【Responses & statistics】 from 【Responses】 About the new version of LimeSurvey (ID:634637)												
	⊘ Ar livate this survey	Stop	this survey	Execute survey -	Survey properties -	X Tools-	🕲 Display / Export 🗸	Curvey participants	G Responses-					
	Survey	<	>	About the new version		Responses & statistics								
1	Questions and groups:			Survey quick a	ctions				C Partial (saved) responses					

- 2. Next, click on [Statistics]menu. Browse responses: About the rew version of LimeSurvey Survey Responses Data entry di Statistic O Timing statistics Survey Response summary Question sind groups: Question explorer -Responses Incomplete responses
- 3. Select a question group from Response filters what you would like to make it display statistics. (I 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 opper right the page.

Data selection			Output options		
Include:	All responses Complete on	ly Incomplete only	Shew text responses inline:	Off	
View summary of all available fields:	Off		Show graphs:	On	
Subtotals based on	off		Number of columns:	One Two	Three
displayed questions:			Graph labels:	Question code	Question text Both
Statistics report language:	Response ID		Each question has its own graph type defined in its advanced × settings. Using the chart type selectory our can force the graph type for all selected questions.		
Greater than: Less than:			Chart type:	As defined in q	ues 💌

X Sample in a graph display.



7. Others

7-1 How to change email template.

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



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



% 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. <u>Click [HOME] icon to move Top page, click [General settings & texts]</u> 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 emai (2 points of Basic and Detailed) of Notification & data management] are right, and and to correct in order to needs.

Send basic admin	
notification email to:	
Send detailed admin	
notification email to:	<u></u>

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.



X 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	Туре	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. <u>Click [Go to Survey] when you confirm the processing successful complete.</u>

