Using Lime Survey at RCH.
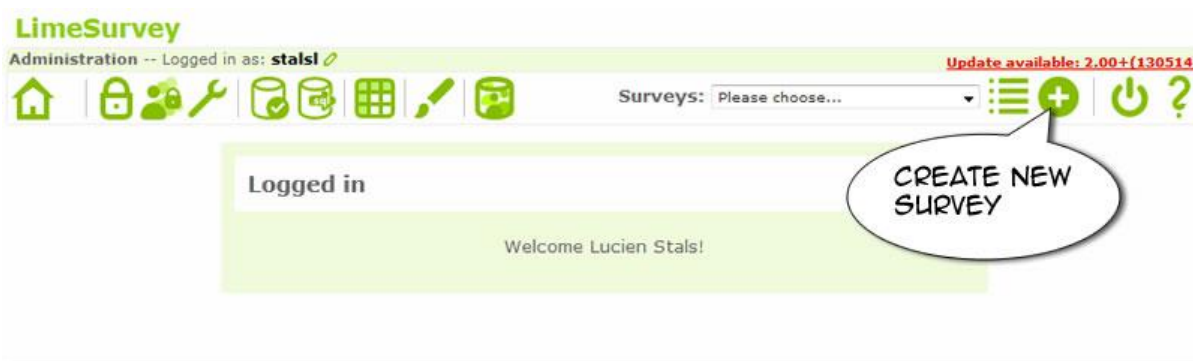
Lime Survey is open source survey software which we have installed on our own RCH servers.
The address https://secure.rch.org.au/survey/
Note the "https" in the address. The "s" tells us that this is running on a "s"ecure we server and that all traffic between the users browser and the server is encrypted. That means that nobody can listen in on the data that is being sent. And since the software is hosted on an RCH server, it also means that we are in control of the data.
This makes Lime Survey a secure and reliable survey tool for RCH use, even in the case of research data gathering where anonymity and data handling requirements are strict.
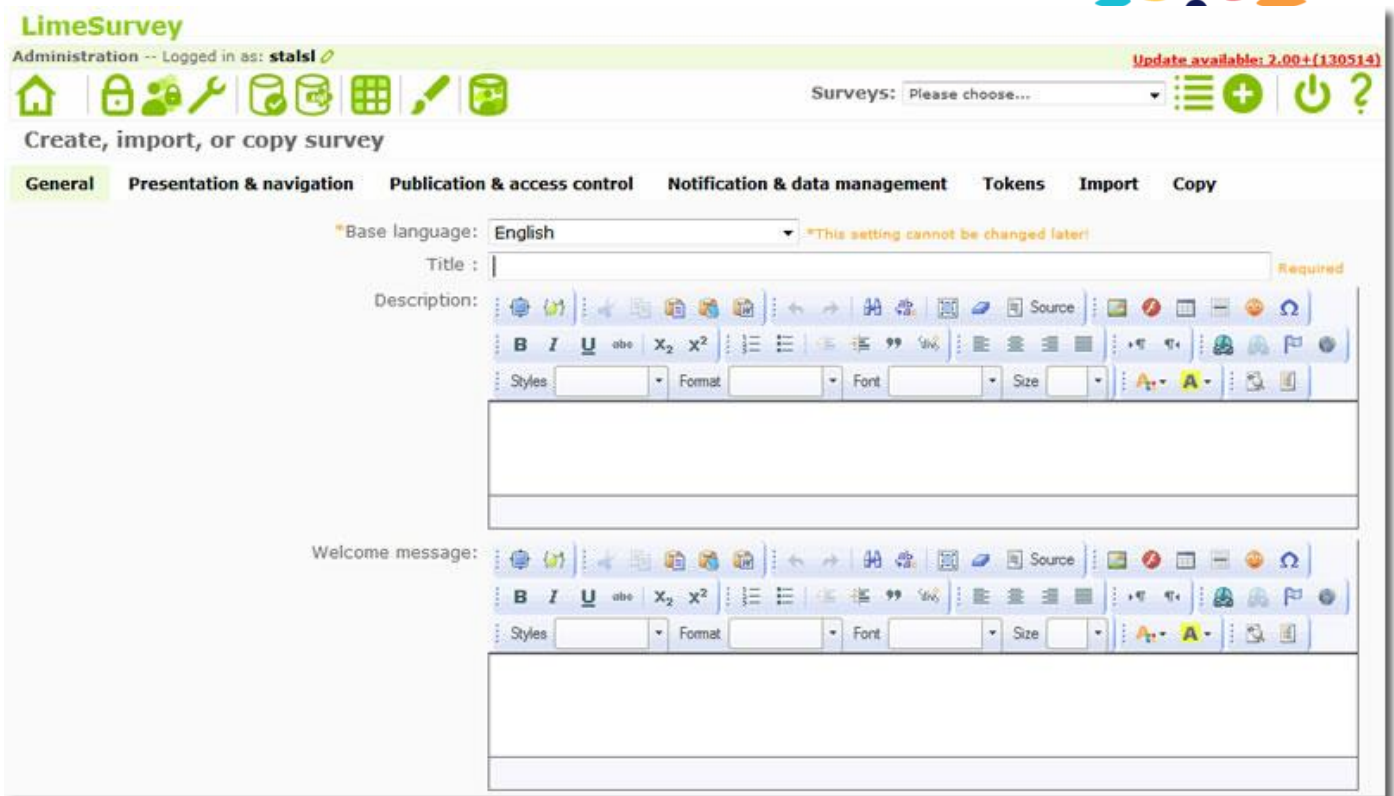
Contents

Creating a Survey

Assuming you have already logged in (see Appendix 1, Logging in), you should see a screen that looks something like this…

The minimum you need for a functioning survey is one survey with at least one question group, which has at least one question.
So let's get started creating a survey.

Click on the Create Survey button. You should see a screen that looks like this…
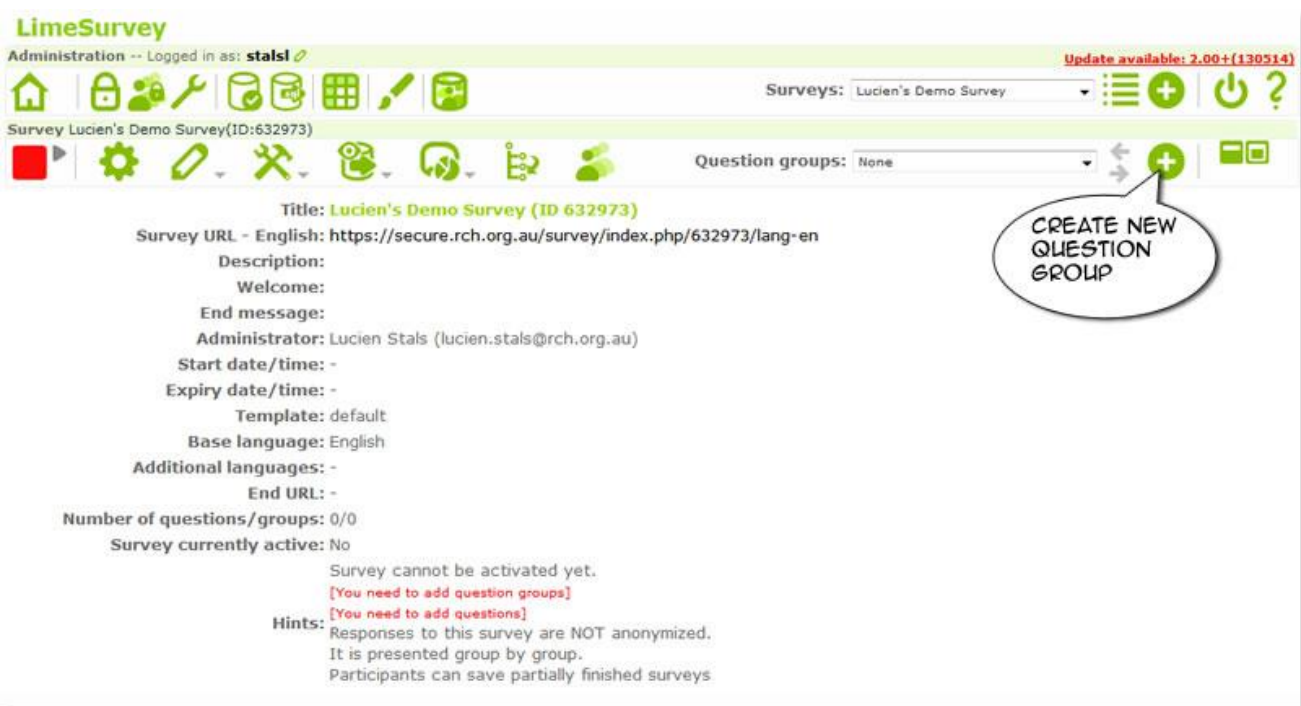

The only field you need to fill-in is "title". But "description", "welcome message", and "end message" are a good idea.
See the online documentation for an explanation for each field.
http://docs.limesurvey.org/Creating+a+new+survey

Once you have saved the survey, you should see a screen that looks like…

Now we can create our first question group. A survey must have at least one question group, but can have many. Question groups can be used to group related questions (like demographics questions), or to assist with presentation when you set the survey to display one group per page.

Click the Question Group create button. You should see a page like this...

Again, you only need a question title, but a description is nice too.

Once you have saved the question group you should see something like...

Click the Add Question button to see a screen like…

Now we are adding our first question.

The Question Code (a required field) needs to start with a letter. The online documentation for Limesurvey (http://manual.limesurvey.org/Adding_a_question) says:

> This field is only for quick identification for a question in export or for evaluation. Try to be consistent with your coding in this field. Planning makes your evaluation a lot easier at a later time. This field is normally not displayed to people taking the survey.

Although questions can be added to a survey in any order, at any time, you should try to work out the questions on paper ahead of time to help make your ordering of the question code make sense. Question codes can also get tricky when you have conditional questions, but in the end remember that it's not the end of the world if your ordering gets mucked up.

See the online documentation for help with the question types...
http://docs.limesurvey.org/Creating+a+new+survey

If you select a free text question type, you will now be finished creating your question and can hit the save button.

If you have a multiple choice question, or something else, you will have to enter the possible answers before you can save and move on to the next screen.

Congratulations!

You have now created your first survey.

Appendix 1, Logging in

The address to log in to our installation of Limesurvey is
https://secure.rch.org.au/survey/admin/admin.php
You should have received an email confirming your username and password.
If you do not already have an account, or forgot your password, you can email web.help@rch.org.au
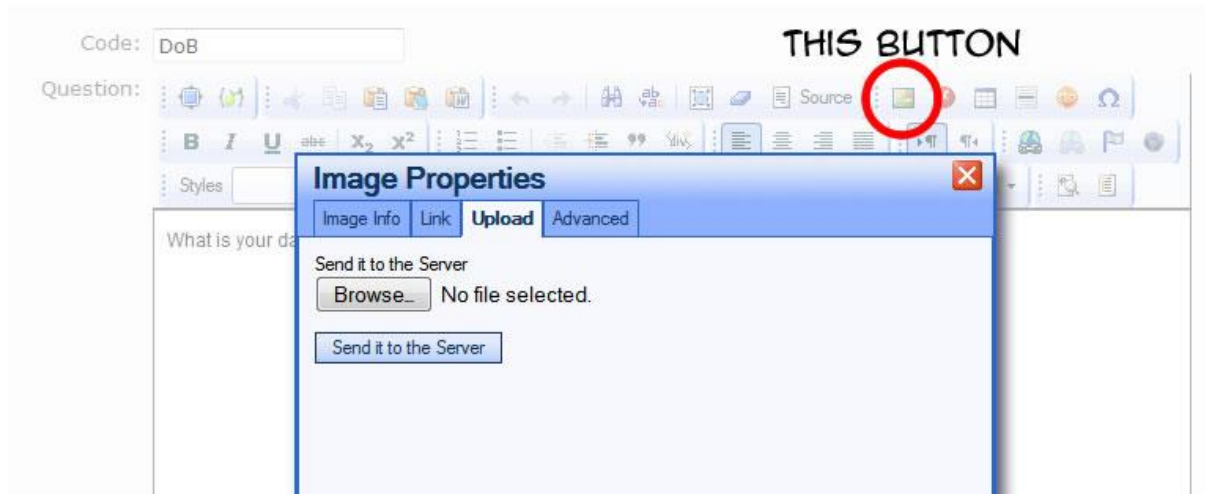to request a new account or a password reset.
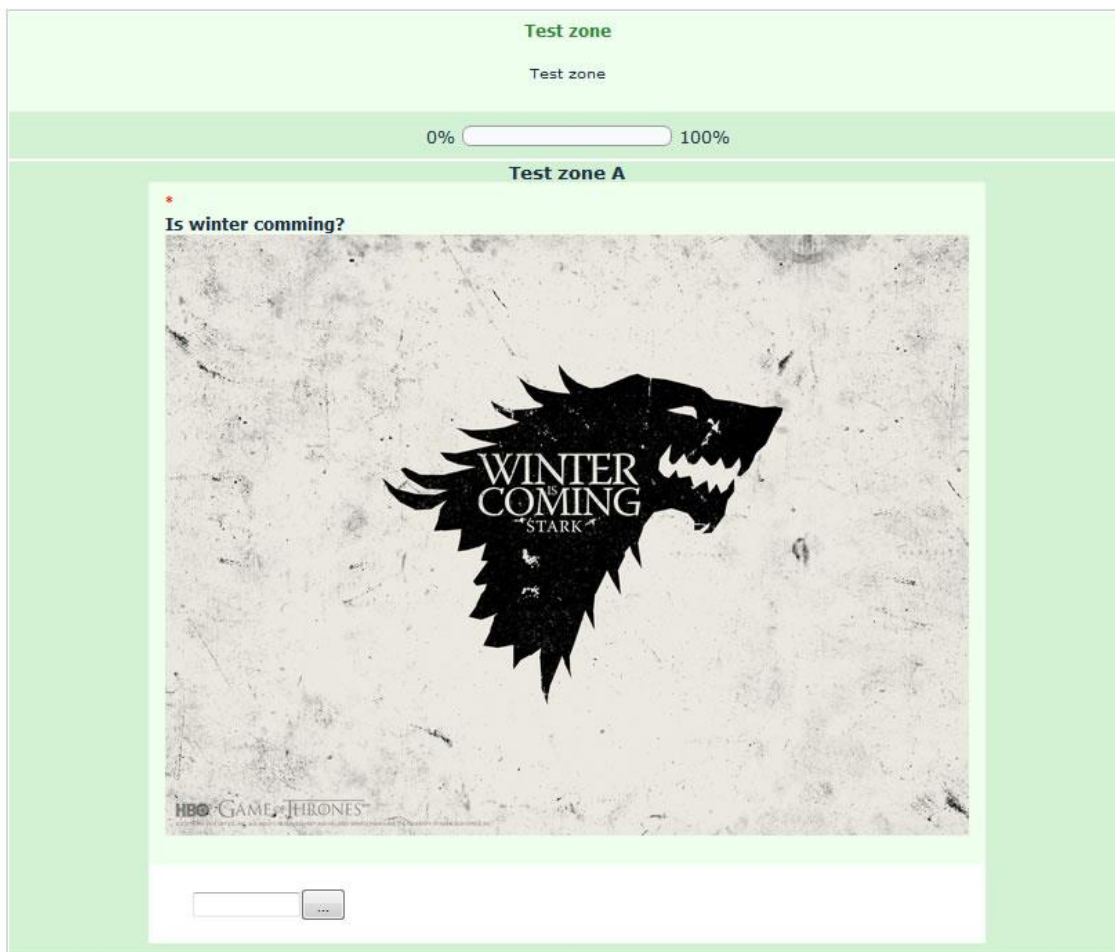
Appendix 2, Adding an image to a question.

You can add images to questions.
Make sure you are editing the question you want to have the image in.
In the row of edit controls, there is an "add image" button.

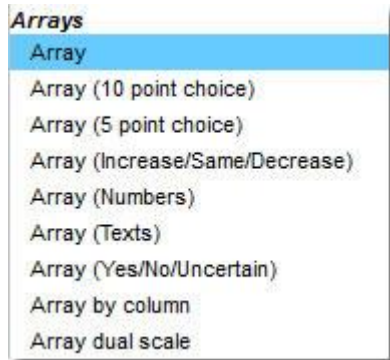You can then browse to find an image on your own computer, upload it, and have it display it in your questions...
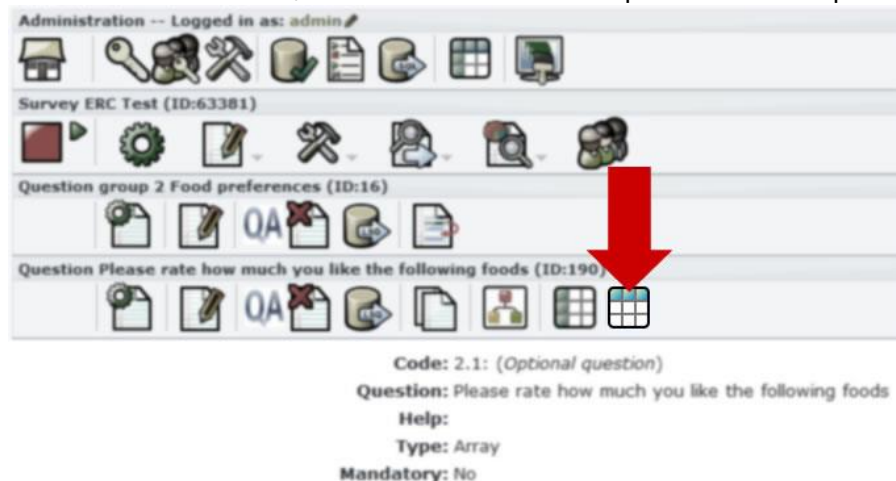
Appendix 3, Custom Labels

Lime survey comes with a few preconfigured label options for array style questions.
But if you want to apply custom labels in limesurvey, you can. You don't have to use the ones they provide.
Say you want a five point scale where 1 = "glum" and 5 = "peachy keen!"
The trick is that you can't customise the predefined array types.
Look at this list of array type question...

The plain "Array" question type (highlighted) is the only one that will accept custom labels. All the others already have custom labels applied and won't let you change them.
1
So make your question type a plain "Array", then save the question.
2
On the admin screen, click the "edit answer options for this question" button...

3
On the "Edit answer options" page, find (and click) the "Predefined label sets" button ...

4

This will bring up a list of custom labels sets which are available...

5

Choose the one you want, then click "Replace". Your question will now be updated with your custom label set...

(Note that this is how you apply or use custom labels. If you want to create new custom labels, see this article on label sets.)