



Survey Queues



IWK Health

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NEW FEATURE: SURVEY QUEUES

The Survey Queue displays a list of surveys to a participant all on a single page, in which the queue comprises all surveys that are to be completed (like a "to-do" list) as well as the surveys that the participant has already completed. It's like Automated Invitations but without using the participants' email addresses.

Project Setup Online Designer Data Dictionary

[VIDEO: How to use this page](#)

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time.

Data Collection Instruments Survey Queue **Add new instrument:** Create a new instrument from scratch Download a new instrument from the REDCap Shared Library

| Instrument name | Fields | View PDF | Enabled as survey | Instrument actions | Survey-related options |
|---|--------|----------|---------------------|---|--|
| Pre-Screening Survey | 6 | | | Rename Delete | Survey settings Notifications + Automated Invitations |
| Survey for Males | 1 | | | Rename Delete | Survey settings Notifications + Automated Invitations |
| Survey for Females | 1 | | | Rename Delete | Survey settings Notifications + Automated Invitations |
| Participant Info Survey | 8 | | | Rename Delete | Survey settings Notifications + Automated Invitations |
| Participant Morale Questionnaire | 4 | | | Rename Delete | Survey settings Notifications + Automated Invitations |
| Completion Data (to be entered by study personnel only) | 7 | | Enable | Rename Delete | |


▶ LIKE A “TODO” LIST

When a survey is complete, a check-mark designates the Survey Queue status "complete" by displaying a check-mark, similar to a completed "to-do" list. The Survey Queue remains until after the last survey has been completed, and a participant may complete the queued surveys in any order.

Survey Queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. [Get link to my survey queue](#)

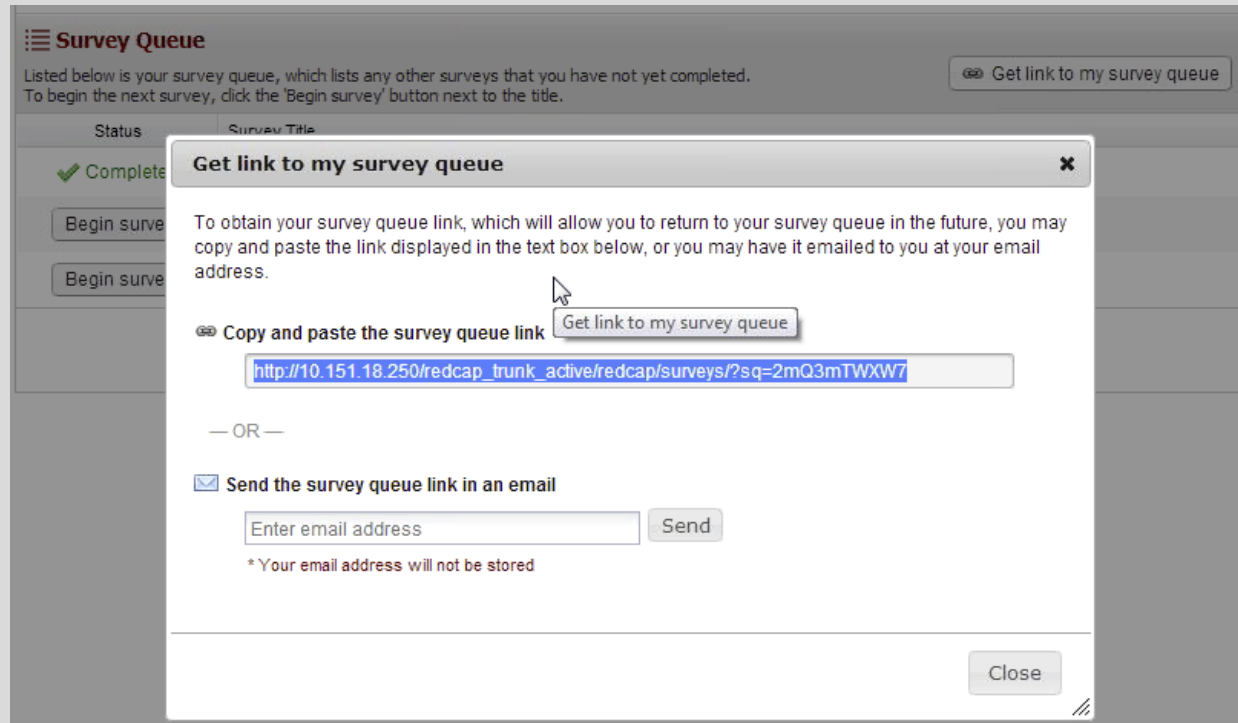
To begin the next survey, click the 'Begin survey' button next to the title.

| Status | Survey Title |
|--|-------------------------|
|  Completed | Pre-Screening Survey |
| Begin survey | Survey for Females |
| Begin survey | Participant Info Survey |



▶ SURVEY QUEUE LINK

When a survey is complete, a check-mark designates the Survey Queue status "complete" by displaying a check-mark, similar to a completed "to-do" list. The Survey Queue remains until after the last survey has been completed, and a participant may complete the queued surveys in any order.



The screenshot shows the 'Survey Queue' interface in REDCap. A modal dialog titled 'Get link to my survey queue' is open, providing instructions on how to obtain a survey queue link. The dialog includes a text box with the URL http://10.151.18.250/redcap_trunk_active/redcap/surveys/?sq=2mQ3mTWXW7 and an option to send the link via email. The background interface shows a table with columns for 'Status' and 'Survey Title', and a 'Begin survey' button next to a survey marked as 'Complete'.

Survey Queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

| Status | Survey Title |
|------------|--------------|
| ✓ Complete | |

Get link to my survey queue

To obtain your survey queue link, which will allow you to return to your survey queue in the future, you may copy and paste the link displayed in the text box below, or you may have it emailed to you at your email address.

Copy and paste the survey queue link

— OR —

Send the survey queue link in an email

* Your email address will not be stored

Close

▶ SET CONDITIONS

Surveys can be set to appear in the Survey Queue based upon the following conditions:

1. If the participant has completed a particular survey



and/or...

2. If certain conditions are met based upon data values (similar to branching logic).

If any surveys have been activated for the Survey Queue, they will be displayed to the participant after completing a survey.

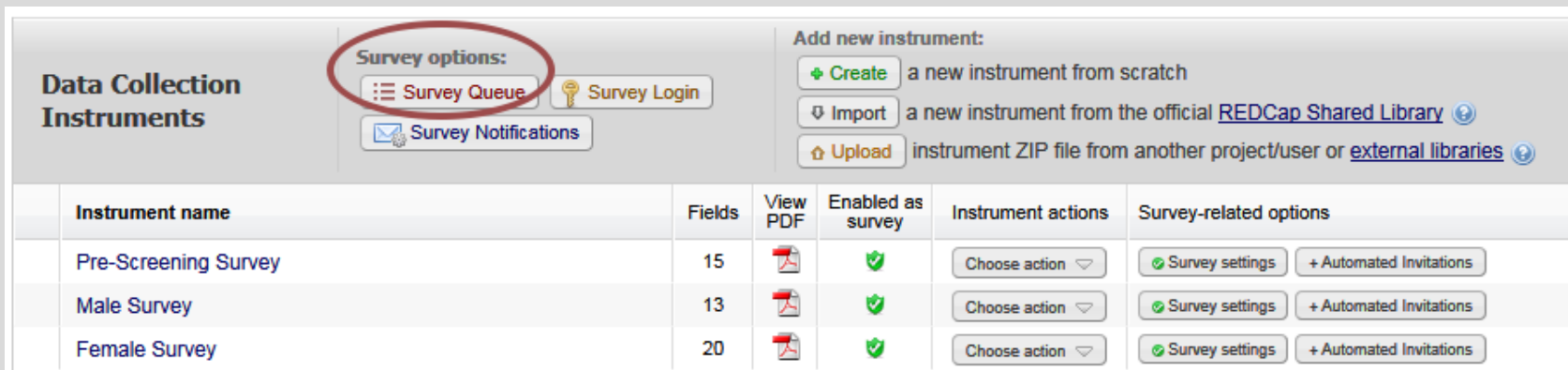
CONDITIONAL LOGIC

Using conditional logic in the Survey Queue can be very powerful because, similar to how one may use branching logic to show or hide certain questions, a user may use conditional logic in the Survey Queue to show or hide whole surveys. For example, if the first survey asks if the participant is male or female, the user may use conditional logic to display a survey specific to males versus displaying a survey specific to females.

| Activated? | Survey Title | Display survey in the Survey Queue when... | Auto start? |
|---|-----------------|--|-------------------------------------|
|  Activated <input type="button" value="Deactivate"/> | "Male Survey" | <input checked="" type="checkbox"/> When the following survey is completed: "Pre-Screening Survey" <input type="button" value="v"/> AND <input type="button" value="v"/> <input checked="" type="checkbox"/> When the following logic becomes true: How to use this [sex]="1" (e.g., [age] > 30 and [gender] = "1") | <input checked="" type="checkbox"/> |
|  Activated <input type="button" value="Deactivate"/> | "Female Survey" | <input checked="" type="checkbox"/> When the following survey is completed: "Pre-Screening Survey" <input type="button" value="v"/> AND <input type="button" value="v"/> <input checked="" type="checkbox"/> When the following logic becomes true: How to use this [sex]="2" (e.g., [age] > 30 and [gender] = "1") | <input checked="" type="checkbox"/> |

WHERE TO ENABLE SURVEY QUEUES

To enable the Survey Queue for surveys in a REDCap project, navigate to the Online Designer where the user will see the Survey Queue button above their list of data collection instruments.



Data Collection Instruments

Survey options:

- Survey Queue
- Survey Login
- Survey Notifications

Add new instrument:

- Create** a new instrument from scratch
- Import** a new instrument from the official [REDCap Shared Library](#)
- Upload** instrument ZIP file from another project/user or [external libraries](#)

| Instrument name | Fields | View PDF | Enabled as survey | Instrument actions | Survey-related options |
|----------------------|--------|----------|-------------------|--------------------|---|
| Pre-Screening Survey | 15 | | | Choose action ▾ | Survey settings + Automated Invitations |
| Male Survey | 13 | | | Choose action ▾ | Survey settings + Automated Invitations |
| Female Survey | 20 | | | Choose action ▾ | Survey settings + Automated Invitations |

▶ CUSTOM TEXT FOR INSTRUCTIONS

Upon pressing the "Survey Queue" button, the "Set up Survey Queue" dialog will appear. In this dialog, you may specify instructional text that will appear at the top of the Survey Page. You can also use "Piping" or HTML formatting for more customized options.

☰ Set up Survey Queue ✕

The Survey Queue displays a list of your surveys to a participant all on a single page, in which the queue comprises all surveys that are to be completed (like a 'to-do' list) as well as the surveys that the participant has already completed. [Tell me more](#)

NOTE: The first instrument survey is not displayed below because it does not have a survey that comes before it for which to set conditions.

Custom text to display at top of survey queue (optional) – If no custom text is provided, then [this text](#) will be displayed by default. [Hide]

This is a "Survey Queue". It is a list of all your surveys on a single page that are to be completed similar to a "to-do" list. Answer the following surveys in any order. Thank you.

You may use Piping or HTML formatting in the custom text: `` bold, `<u>` underline, `<i>` italics, `` link, etc. [How to use Piping](#)




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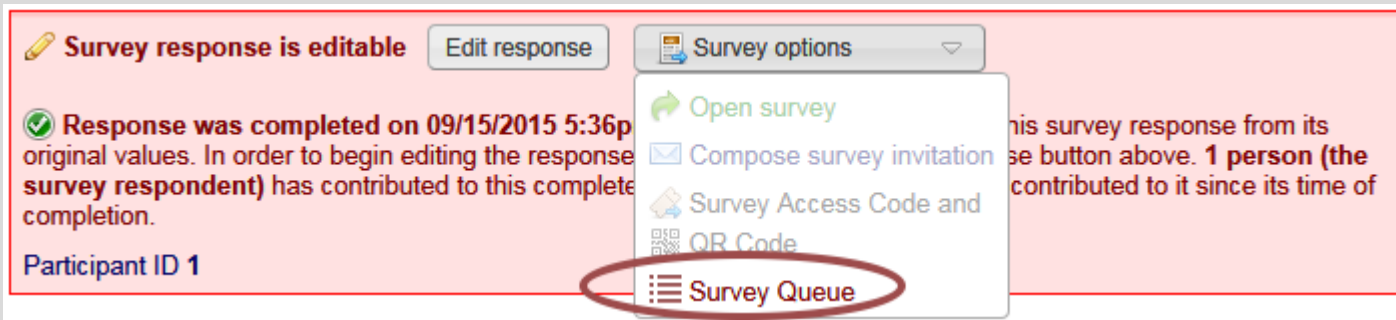
▶ AUTO START CAPABILITY

After completing a survey, a participant is automatically returned to the Survey Queue. To modify this behavior, the Survey Queue setup also features an "Auto Start" capability. Auto Start enables the next incomplete survey in the queue to start immediately upon completion of the previous survey. This feature is useful when you need a participant to complete several surveys during one sitting. To enable this capability, check the box in the "Auto Start?" column.

| Activated? | Survey Title | Display survey in the Survey Queue when... | Auto start? |
|---|---------------|---|-------------------------------------|
|  Activated <input type="button" value="Deactivate"/> | "Male Survey" | <input checked="" type="checkbox"/> When the following survey is completed: "Pre-Screening Survey" <input type="button" value="v"/> <input type="button" value="AND"/> <input type="button" value="v"/> <input checked="" type="checkbox"/> When the following logic becomes true: How to use this [sex]="1" <small>(e.g., [age] > 30 and [gender] = "1")</small> | <input checked="" type="checkbox"/> |

WHERE TO FIND SURVEY QUEUE LINK (OPTION 1)

If the Survey Queue is enabled in a project, a user can obtain the survey queue links for participants at the top of the data entry form when viewing a response.



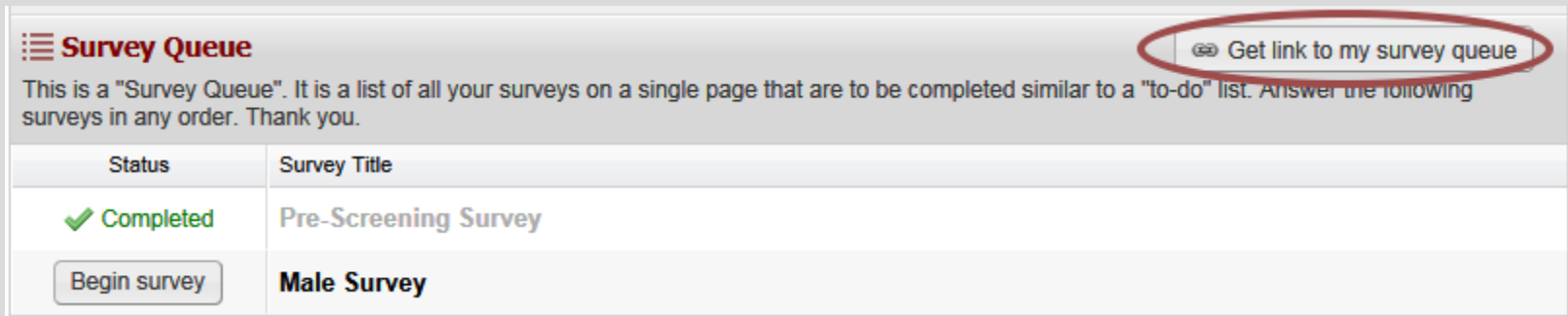
Survey response is editable [Edit response](#) [Survey options](#)

Response was completed on 09/15/2015 5:36p original values. In order to begin editing the response **survey respondent**) has contributed to this complete completion.

Participant ID 1

- Open survey
- Compose survey invitation
- Survey Access Code and QR Code
- Survey Queue**

his survey response from its se button above. **1 person (the** contributed to it since its time of



Survey Queue [Get link to my survey queue](#)

This is a "Survey Queue". It is a list of all your surveys on a single page that are to be completed similar to a "to-do" list. Answer the following surveys in any order. Thank you.

| Status | Survey Title |
|------------------------------|----------------------|
| ✓ Completed | Pre-Screening Survey |
| Begin survey | Male Survey |

WHERE TO FIND SURVEY QUEUE LINK (OPTION 2)

A user can also obtain the survey queue links for participants in the Survey Queue Links tab of the Manage Survey Participants section.

Participant List belonging to [Initial survey] "Pre-Screening Survey" Remove all participants

Displaying 1 - 1 of 1 Add participants Compose Survey Invitations Export list

| Email | Participant Identifier (optional) Disable | Responded? | Invitation Scheduled? | Invitation Sent? | Link | Survey Access Code and QR Code | Survey Queue |
|----------------------------------|--|------------|-----------------------|------------------|------|--------------------------------|--------------|
| jacevedo@bsd.uchicago.edu (ID 1) | | | - | | - | - | |

WHERE TO FIND SURVEY QUEUE LINK (OPTION 3)

A user can also obtain the survey queue links for participants by exporting the Participant List to Excel (links will be in column E).

Participant List belonging to **[Initial survey] "Pre-Screening Survey"**

Displaying 1 - 1 of 1 Add participants Compose Survey Invitations Remove all participants **Export list**

| Email | Participant Identifier (optional) Disable | Responded? | Invitation Scheduled? | Invitation Sent? | Link | Survey Access Code and QR Code | Survey Queue |
|----------------------------------|--|------------|-----------------------|------------------|------|--------------------------------|--------------|
| jacevedo@bsd.uchicago.edu (ID 1) | | | - | | - | - | |

| | A | B | C | D | E | F | G |
|---|---------------------------|------------------------------------|------------------|------------|--------------------|-------------|---|
| 1 | Email Address | Participant Identifier (if exists) | Invitation Sent? | Responded? | Survey Access Code | Survey Link | Survey Queue Link |
| 2 | jacevedo@bsd.uchicago.edu | | No | Yes | | | https://redcap.uchicago.edu/surveys/?sq=y4t9rmM6Ep |

LONGITUDINAL PROJECT COMPATABILITY

Survey Queues also work for longitudinal projects.

| Event 2 | | | |
|---|--|--|--------------------------|
|  Activated <input type="button" value="Deactivate"/> | "Follow-Up Survey" - Event 2 | <input checked="" type="checkbox"/> When the following survey is completed: "Pre-Screening Survey" - Event 1 AND <input type="checkbox"/> When the following logic becomes true: How to use this <input type="text"/> <small>(e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][gender] = "1")</small> | <input type="checkbox"/> |
|  Activated <input type="button" value="Deactivate"/> | "Patient Morale Questionnaire" - Event 2 | <input checked="" type="checkbox"/> When the following survey is completed: "Pre-Screening Survey" - Event 1 AND <input type="checkbox"/> When the following logic becomes true: How to use this <input type="text"/> <small>(e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][gender] = "1")</small> | <input type="checkbox"/> |
| Event 3 | | | |
|  Activated <input type="button" value="Deactivate"/> | "Follow-Up Survey" - Event 3 | <input checked="" type="checkbox"/> When the following survey is completed: "Pre-Screening Survey" - Event 1 AND <input type="checkbox"/> When the following logic becomes true: How to use this <input type="text"/> <small>(e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][gender] = "1")</small> | <input type="checkbox"/> |
|  Activated <input type="button" value="Deactivate"/> | "Patient Morale Questionnaire" - Event 3 | <input checked="" type="checkbox"/> When the following survey is completed: "Pre-Screening Survey" - Event 1 AND <input type="checkbox"/> When the following logic becomes true: How to use this <input type="text"/> | <input type="checkbox"/> |

CHOICE FOR “COPY PROJECT”

All settings for Survey Queues and Automated Survey Invitations can now be copied when making a copy of the project.

Make a Copy of the Project

To make an exact duplicate of the current project ("jacevedo sandbox"), set the details below for the new project you are creating, and click the button at the bottom. This will copy over all project forms and their fields, and optionally, you may also copy the current users and any reports that have been created.

Project title: ✕
Title to be displayed on project webpage

Purpose of this project: ▼
How will it be used?

Project notes (optional):
Comments describing the project's use or purpose for documentation purposes only.

NOTICE

Since your project contains one or more surveys, please note that although you may change the project title above for your new project, all survey settings (including the survey title) for each survey will be copied and remain as-is in the copied project. If want to change your survey titles, survey instructions, or other settings after copying this project, you are welcome to do so on the Online Designer page using the Survey Settings button for each data collection instrument.


The titles of your surveys are listed below:

- Female Survey
- Male Survey
- Pre-Screening Survey

Also copy the following: *(optional)*


- All records/responses (1 records total)
- All users and roles
- All reports
- All data quality rules
- All settings for Survey Queue and Automated Survey Invitations

To see a quick demo of the Survey Queue and how it can be used, follow this survey link: <https://redcap.vanderbilt.edu/surveys/?s=RrbTNCiuQo>

REDCap "Survey Queue" Demo Resize font: 

Please answer the questions below. Once you click "Submit", you will see the Survey Queue on the next page.

Feel free to enter false information about yourself below. All responses will be wiped out periodically and will not be kept permanently.

| | | |
|-------------------|--|-----------------------|
| 1) Gender | <input type="radio"/> Female <input type="radio"/> Male | reset |
| 2) First Name | <input type="text"/> | |
| 3) Last Name | <input type="text"/> | |
| 4) Date of birth | <input type="text"/>  Today M-D-Y | |
| 5) E-mail address | <input type="text"/> | |

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