

Frequently Asked Question (FAQ) Library

How do I display a survey queue?

I would like participants to see the list of instruments they are being asked to complete.

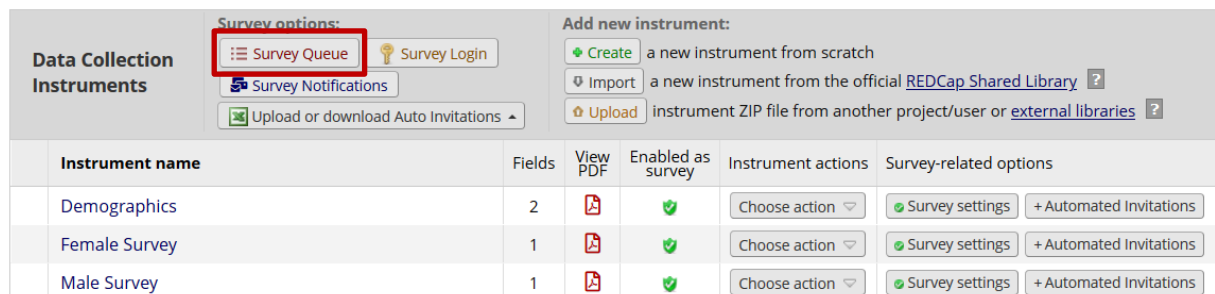
The survey queue allows participants to view their surveys on a single page. The queue acts as a to-do list, showing the participant which surveys have been completed with a checkmark and which surveys remain.

The survey queue allows you to:

1. Force respondents to complete surveys in a specific order
2. Display surveys based on pre-specified criteria (e.g. caregiver status)

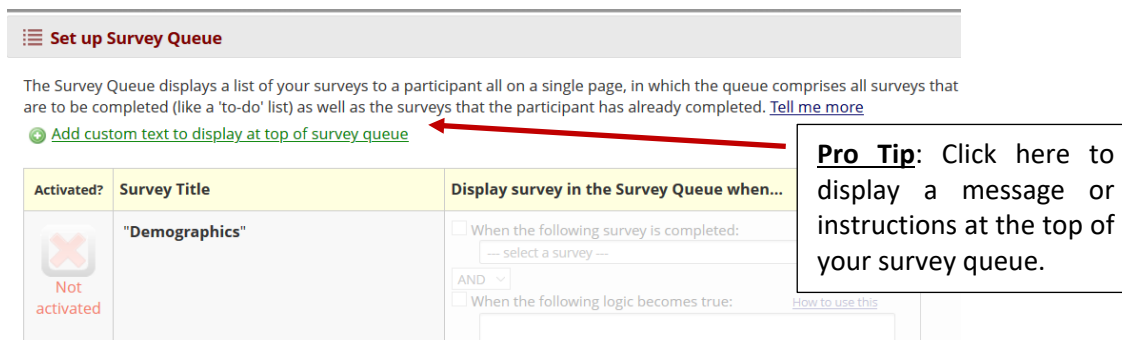
To set up the survey queue

1. Navigate to the **Online Designer** and click **'Survey Queue'** located under **Survey Options**.



Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Demographics	2			Choose action ▾	Survey settings + Automated Invitations
Female Survey	1			Choose action ▾	Survey settings + Automated Invitations
Male Survey	1			Choose action ▾	Survey settings + Automated Invitations

2. The **Set up Survey Queue** options will appear.



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](#)

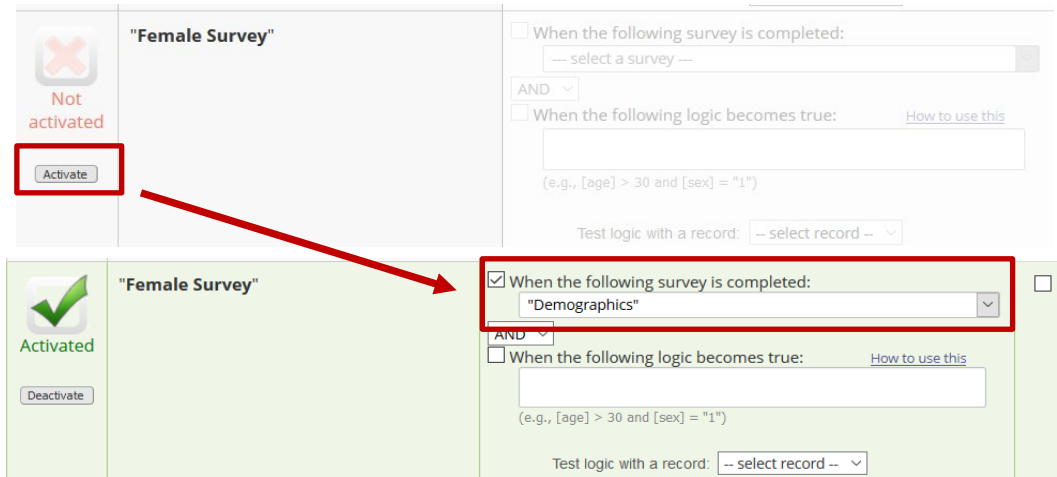
[Add custom text to display at top of survey queue](#)

Activated?	Survey Title	Display survey in the Survey Queue when...
	"Demographics"	<input type="checkbox"/> When the following survey is completed: --- select a survey --- AND ▾ <input type="checkbox"/> When the following logic becomes true: How to use this

Pro Tip: Click here to display a message or instructions at the top of your survey queue.

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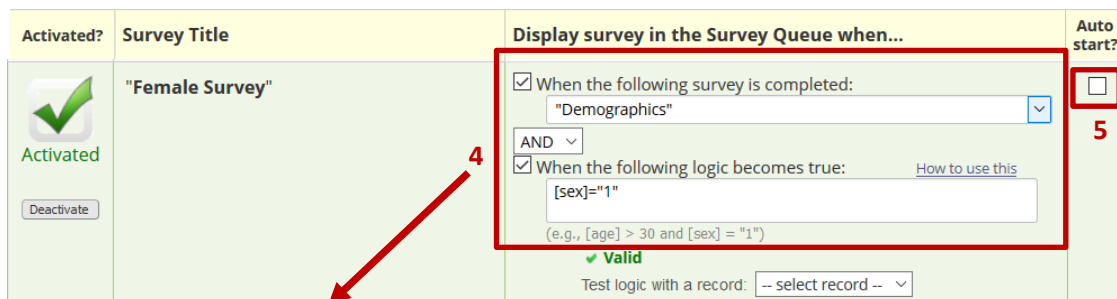
3. Click the **'Activate'** icon for each survey you would like to include in the queue. Under the **'Display survey in the Survey Queue when...'** column, indicate the criteria for displaying the survey.
 - a. In the example below, when the 'Demographics survey' is completed, the 'Female survey' will be displayed.



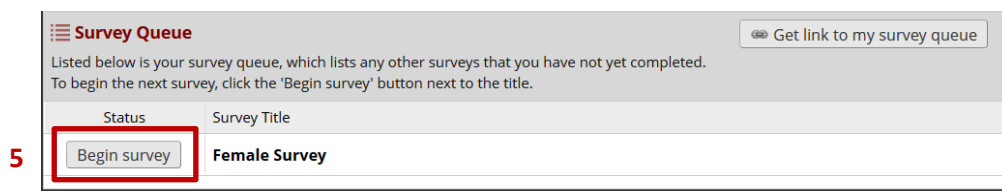
The screenshot shows two instances of the 'Female Survey' configuration. The top instance is 'Not activated' and has an 'Activate' button highlighted with a red box. The bottom instance is 'Activated' and has its configuration options highlighted with a red box. A red arrow points from the 'Activate' button to the configuration options of the activated survey.

4. To add additional logic:
 - a. Select **'AND'** / **'OR'** based upon your criteria
 - b. Check the box next to **"When the following logic becomes true"**
 - c. Add your logic in the formula box

In the following example, the "Female Survey" will be added the queue after the "Demographics" survey is completed AND the participant responds to sex as female (i.e. [sex]="1").



The screenshot shows the configuration for the 'Female Survey'. The 'Display survey in the Survey Queue when...' column is highlighted with a red box. The configuration options are: 'When the following survey is completed: Demographics' (checked), 'AND' (selected), and 'When the following logic becomes true: [sex]="1"' (checked). The 'Auto start?' checkbox is also highlighted with a red box and labeled with a red '5'.



The screenshot shows the Survey Queue interface. The 'Begin survey' button for the 'Female Survey' is highlighted with a red box and labeled with a red '5'.

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5. Select an auto start option
 - a. If the '**Auto start?**' option is not selected, the participant will see the survey in their queue and will need to click '**Begin survey**' to proceed to the next survey.
 - b. If the '**Auto start?**' option is selected, the second survey will automatically launch after completing the first survey.
6. You may continue to activate surveys and add logic until your survey queue is complete.

Pro Tip: It is important to test your survey queue prior to moving your project into production. Be sure to administer your survey multiple times to ensure the survey queue logic is working correctly.