REDCap @ Yale

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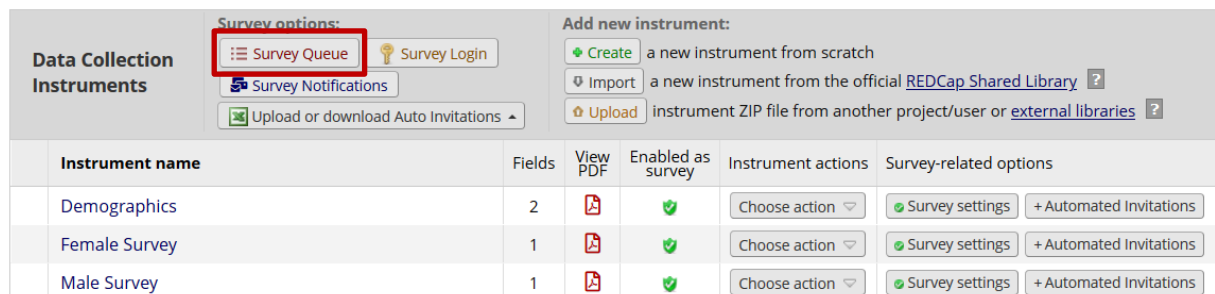
The survey queue allows participants to view their surveys on a single page. The queue acts as a to-do list, showing the participant which surveys have been completed with a checkmark and which surveys remain.

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)
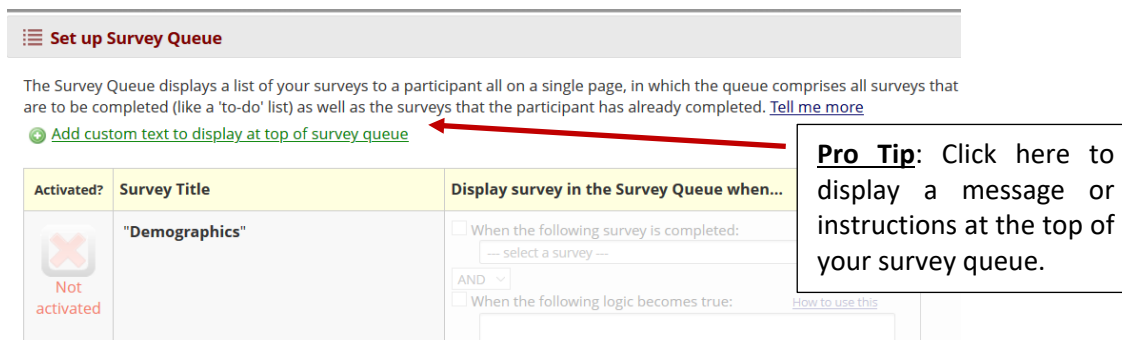
To set up the survey queue

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

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

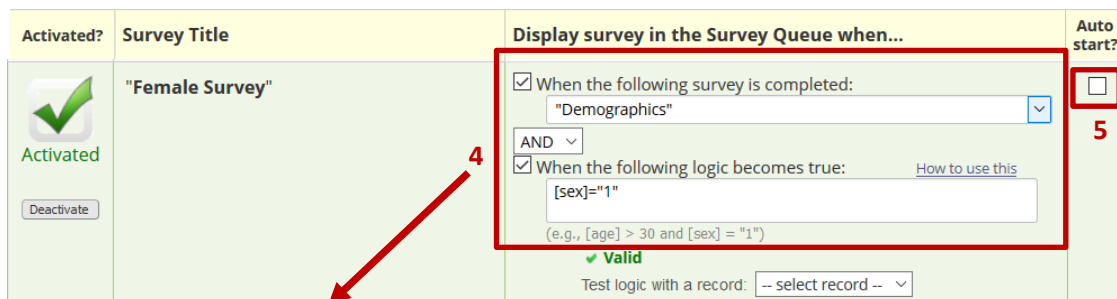**Pro Tip**: Click here to display a message or instructions at the top of your survey queue.
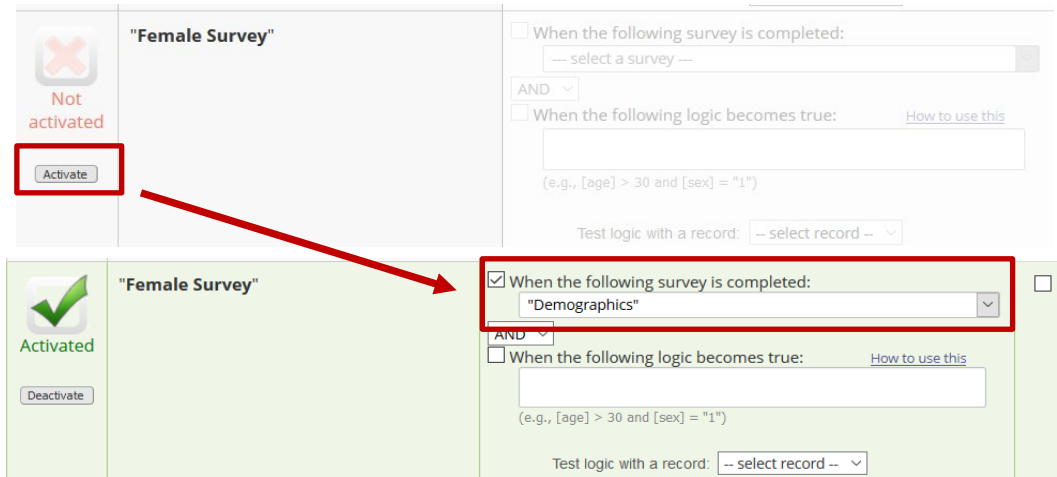
3. Click the '**Activate'** icon for each survey you would like to include in the queue. Under the '**Display survey in the Survey Queue when…'** column, indicate the criteria for displaying the survey.

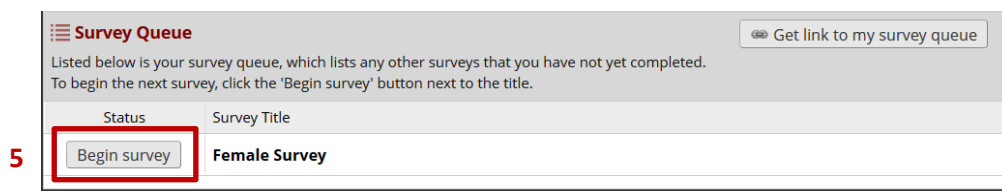   a. In the example below, when the 'Demographics survey' is completed, the 'Female survey' will be displayed.

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").

5. Select an auto start option

    a. If the '**Auto start?**' option is <u>not</u> 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 <u>is</u> 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.