



Survey Queues



THE UNIVERSITY OF
CHICAGO MEDICINE &
BIOLOGICAL SCIENCES



CENTER FOR
RESEARCH
INFORMATICS

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

[Get link to my survey queue](#)

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 REDCap 'Survey Queue' page. A modal dialog titled 'Get link to my survey queue' is open in the center. The dialog contains instructions on how to obtain the survey queue link, a text box with a pre-filled URL, and an option to have the link emailed. The background page shows a table with survey status and a 'Get link to my survey queue' button in the top right corner.

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.

Get link to my survey queue

Status	Survey Title
✓ Complete	
Begin survey	
Begin survey	

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



▶ 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 Deactivate	"Male Survey"	<input checked="" type="checkbox"/> When the following survey is completed: "Pre-Screening Survey"  AND  <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 Deactivate	"Female Survey"	<input checked="" type="checkbox"/> When the following survey is completed: "Pre-Screening Survey"  AND  <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](#)



THE UNIVERSITY OF
CHICAGO MEDICINE &
BIOLOGICAL SCIENCES




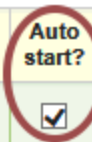


CENTER FOR
RESEARCH
INFORMATICS

REDCap
Research Electronic Data Capture

▶ AUTO START CAPABILITY

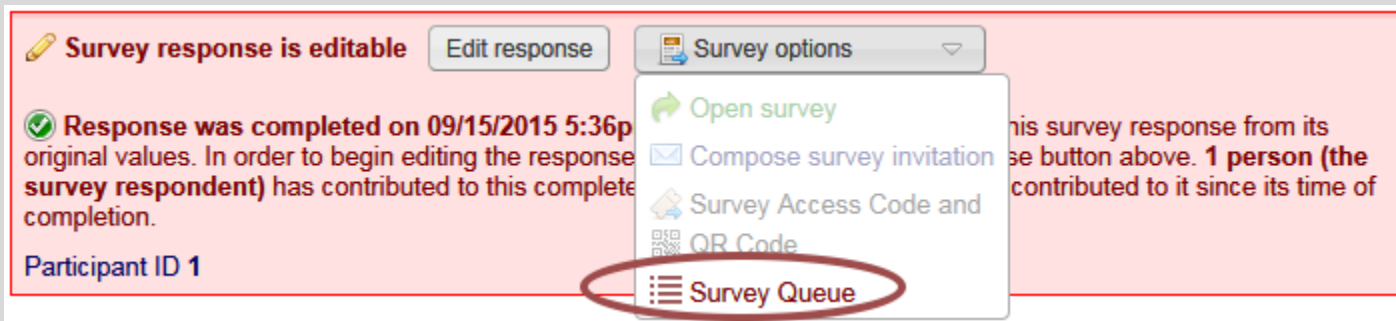
After completing a survey, a participant is automatically returned to the Survey Queue. To modify this behavior, the Survey Queue setup also features an "Auto Start" capability. Auto Start enables the next incomplete survey in the queue to start immediately upon completion of the previous survey. This 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="AND"/>  <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"/>

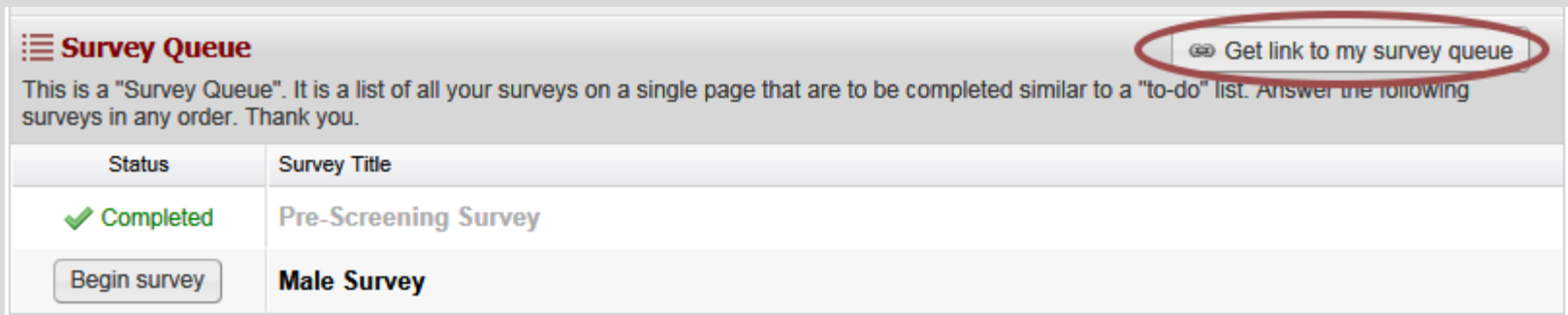


▶ WHERE TO FIND SURVEY QUEUE LINK (OPTION 1)

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.



The screenshot shows a red banner at the top of the data entry form. On the left, it says "Survey response is editable" with a pencil icon and an "Edit response" button. Below this, a green checkmark indicates "Response was completed on 09/15/2015 5:36p" and mentions that the original values are preserved. A "Participant ID 1" is displayed. On the right, a "Survey options" dropdown menu is open, showing options: "Open survey", "Compose survey invitation", "Survey Access Code and QR Code", and "Survey Queue". The "Survey Queue" option is circled in red. To the right of the dropdown, text explains that the user can obtain the survey queue link by clicking the button above, noting that 1 person has contributed to the response since its completion.



The screenshot shows the "Survey Queue" section. It has a title "Survey Queue" with a list icon and a button "Get link to my survey queue" circled in red. Below the title, a description states: "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." Below the description is a table with two columns: "Status" and "Survey Title".

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

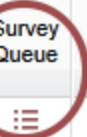
▶ WHERE TO FIND SURVEY QUEUE LINK (OPTION 2)

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" ▼

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)		✓	-	✉	-	-	






▶ WHERE TO FIND SURVEY QUEUE LINK (OPTION 3)

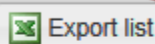
A user can also obtain the survey queue links for participants by exporting the Participant List to Excel (links will be in column E).





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) 	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"/> (e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][gender] = "1")	<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"/> (e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][gender] = "1")	<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"/> (e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][gender] = "1")	<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



▶ DEMO LINK


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 <small>* must provide value</small>	<input type="radio"/> Female <input type="radio"/> Male	reset
2)	First Name <small>* must provide value</small>	<input type="text"/>	
3)	Last Name <small>* must provide value</small>	<input type="text"/>	
4)	Date of birth <small>* must provide value</small>	<input type="text"/>  Today M-D-Y	
5)	E-mail address	<input type="text"/>	



THE UNIVERSITY OF
CHICAGO MEDICINE &
BIOLOGICAL SCIENCES



CENTER FOR
RESEARCH
INFORMATICS



FOR FURTHER HELP:

website

- <https://cri.uchicago.edu/redcap>

email

- redcap@rt.cri.chicago.edu



THE UNIVERSITY OF
CHICAGO MEDICINE &
BIOLOGICAL SCIENCES



CENTER FOR
RESEARCH
INFORMATICS

