How to Use the Survey Queue

The survey queue displays a list of all of your surveys to a participant on one page. The queue acts as a to-do list and lets the participant know which surveys have been completed and which are left to take. To activate your survey queue, navigate to Online Designer and click the Survey Queue icon located above your data collection instruments.

Click the Activate icon for each survey you would like to set up. Under the “Display survey in the Survey Queue when…” column, use the drop down to indicate when the survey should be displayed. For an example, you might want your second survey to display after the first survey is completed.
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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.

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.

Add custom text to display at top of survey queue

If you would like to add additional logic as to when the next survey should be displayed, use the operator drop down and select AND/OR and then check the box next to “When the following logic becomes true” and finally add your logic in the formula box.

For an example, I want my second survey to start after my first survey is completed AND the participant’s age is greater than 12. To do this, I added the variable for the participant’s age field in square brackets, the greater than sign and the number. \([\text{age}] > 12\)

When a participant takes my survey and enters an age greater than 12, they will see the following Survey Queue:

They can click the Begin Survey to start the second survey. If you would like the second survey to automatically launch and do not want to force the participant to click the Begin Survey icon, you can accomplish this by going back

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to the Survey Queue settings and click the box underneath the Auto Start column. When the participant finishes the first survey and they are at least 13 years old, the second survey will display.

You may continue to add logic for the rest of your surveys.
**Note:** It is important to test your survey queue prior to your project being moved into production! Take your survey a couple of times to ensure the survey queue logic is working.