

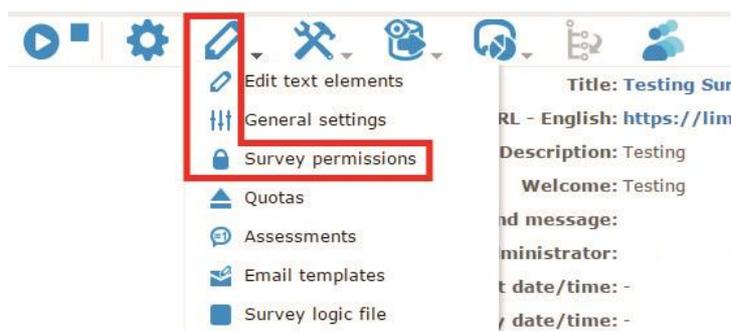
Setting up Survey permissions (LimeSurvey)

When you have created a survey you may want others to collaborate on setting it up or accessing the data obtained from your responses. To give someone access to your survey they first must have a LimeSurvey account, this is not automatic with your login details and needs to be requested via ITS Service Desk. Once they have an account you may use the following steps to allow them access to your survey.

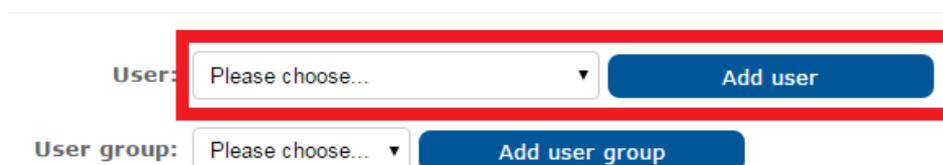
1. **Ensure you have selected the survey you wish to grant another person access to.** This can be done by selecting the survey in the administration panel.



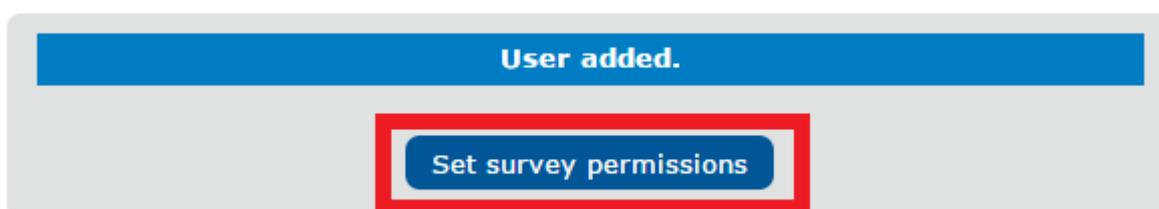
Once you have selected your survey, on the left side panel hover over **Survey properties** and click on **Survey permissions**



2. Using the drop down menu select the user you would like to grant permission and click on **Add user**



3. You will then be taken to a page where you are required to set permission around their account for this survey.



4. When setting permission you may select as many as little as possible, you can also be more specific about what the user can do such as view/read, delete, create etc.

Permission <<

	Assessments	<input type="checkbox"/>
	Quick translation	<input type="checkbox"/>
	Quotas	<input type="checkbox"/>
	Responses	<input type="checkbox"/>
	Statistics	<input type="checkbox"/>
	Survey activation	<input type="checkbox"/>
	Survey content	<input type="checkbox"/>
	Survey deletion	<input type="checkbox"/>
	Survey security	<input type="checkbox"/>
	Survey settings	<input type="checkbox"/>
	Survey text elements	<input type="checkbox"/>
	Tokens	<input type="checkbox"/>

Save now

Permission	<<	Create	View/read	Update	Delete	Import	Export
	Assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Quick translation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Quotas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Responses	<input type="checkbox"/>					
	Statistics	<input type="checkbox"/>	<input type="checkbox"/>				
	Survey activation	<input type="checkbox"/>		<input type="checkbox"/>			
	Survey content	<input type="checkbox"/>					
	Survey deletion	<input type="checkbox"/>			<input type="checkbox"/>		
	Survey security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Survey settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Survey text elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Tokens	<input type="checkbox"/>					

Save now

5. Once you save the user permissions, you will be taken to the original page of all user permissions for the selected survey. In here you can see who has permission and edit their permission settings.

Action	Username	User group	Full name
✎	hdowell	---	Heath Dowell

User: Add user

User group: Add user group