University of Guelph

How to grant rights to your survey to another LimeSurvey user

LimeSurvey Drill Down Document

Note: The author of this guide is the University of Guelph's Computing and Communication Services and was downloaded from this website: https://www.uoguelph.ca/ccs/software/supported-products/limesurvey

Although this is an annotated version created to be compatible with our LimeSurvey Website, the authorship and credit for this entire document is to be considered unchanged.

Identifying annotations: 1) insertions are in red font, 2) deletions are marked like this, and other comments are in red-framed text boxes.

Travis Seymour, April 2013

As the administrator of a survey in LimeSurvey, you may grant access rights to your survey to another LimeSurvey user. In granting rights, you can grant permission to edit your survey, delete your survey, view its results, export its results, etc.   The person you are granting access rights to must have a LimeSurvey account.
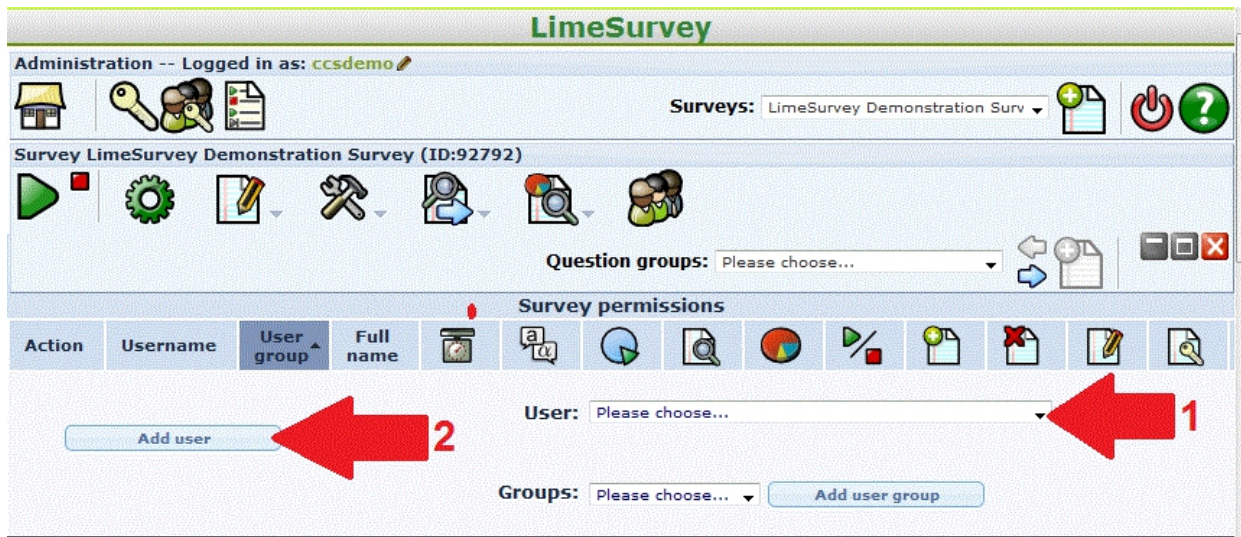
To grant access rights:

Step 1: On the Survey toolbar, move your mouse over the *Survey properties* icon (pointed to by red arrow 1 in figure 1 below) and click the *Survey permissions* choice from the resulting submenu as pointed to by red arrow 2 in figure 1 below.
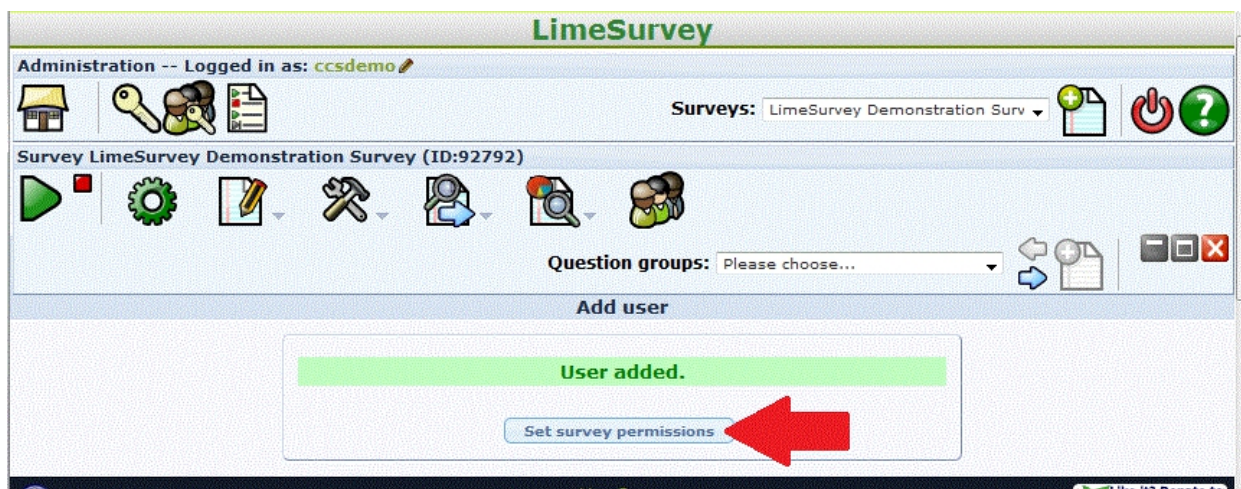
FIGURE 1:
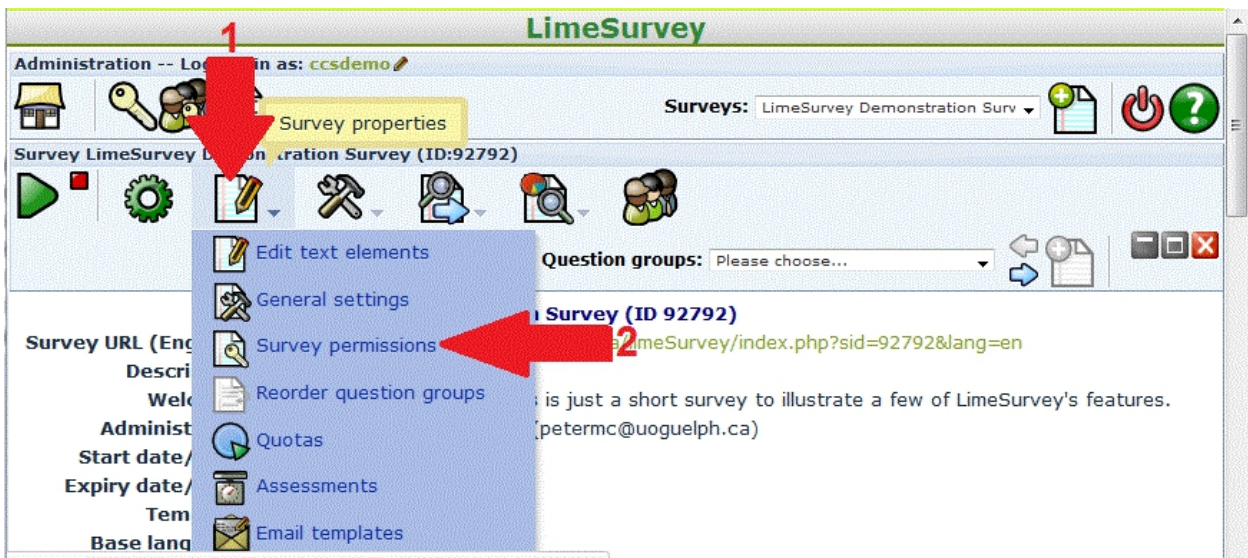
Step 2: Select the LimeSurvey user you wish to grant access rights to, from the list accessed by the drop-down arrow pointed to by red arrow 1 in figure 2 below. After you have selected the user from the list, click the *Add user* button pointed to by red arrow 2 in figure 2 below.

FIGURE 2:

Step 3: Click the *Set survey permissions* button, as pointed to by the red arrow in Figure 3 below.
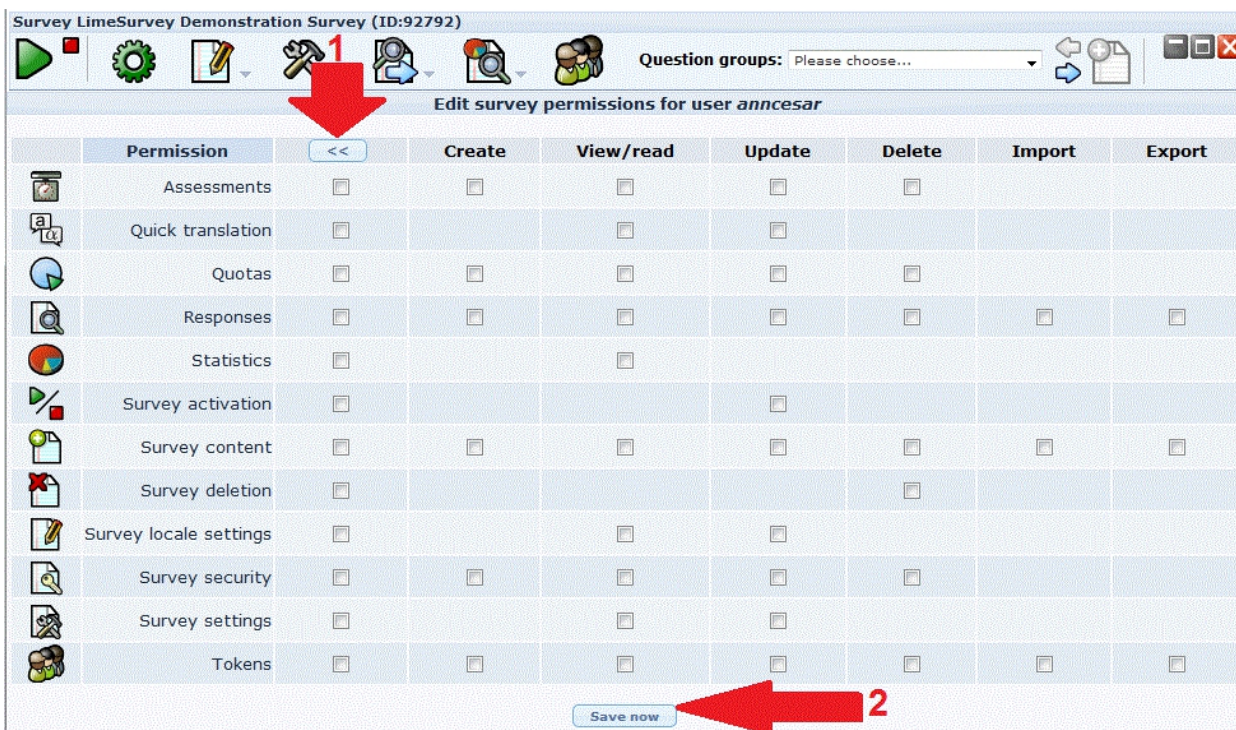
FIGURE 3:

Step 4: Check the boxes corresponding to the various access rights you wish to grant the user for your survey. Checking a box in the column pointed to by red

arrow 1 in Figure 4 below grants all the rights in the corresponding row.   To save your specifications, click the *Save now* button pointed to by red arrow 2 in Figure 4.

FIGURE 4:

WARNING: Please exert caution when giving others permission to your survey. There may be IRB restrictions about who as access to your data. Also, giving others control of your data may increase the number of ways it could be come corrupted.