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# **PENDAHULUAN**

Panduan lengkap mengenai Limesurvey ada pada tautan:

<https://manual.limesurvey.org/>

Halaman *login* dan akun admin

* Halaman login Limesurvey UPS:

<https://statistikdev.jakarta.go.id/index.php/admin/authentication/sa/login>

* Akun login admin:

**Nama pengguna: admin**

**Sandi: upstatistik13**

Atur pilihan bahasa ke Bahasa Indonesia agar survei yang dibuatnya (beberapa pertanyaan yang tetap seperti jenis kelamin) tampil dalam Bahasa Indonesia.

Graphical user interface, application

Description automatically generated

Tampilan Utama

Graphical user interface, website

Description automatically generated

Tampilan utama yang muncul setelah masuk ke dalam limesurvey UPS adalah seperti gambar di atas.

1. Di pojok kanan atas, terdapat pilihan seperti gambar di bawah. Fungsinya ialah:



1. Tutorial, untuk menjalankan *tutorial* tentang Limesurvey;
2. Konfigurasi, untuk mengatur mengenai konfigurasi yang ada di Limesurvey;
3. Survei, untuk membuat, menyalin dan mengimpor survei, serta melihat survei yang ada di dalam Limersurvey;
4. Survei aktif (angka), untuk melihat survei apa saja yang aktif. Survei aktif terdiri atas survei yang sedang berjalan dan survei yang sudah habis masa pengisiannya namun tidak dihentikan secara manual;
5. admin, untuk pengaturan keterangan admin serta untuk *logout* dari Limesurvey;
6. Lambang lonceng, berisi tentang pemberitahuan dari penyedia Limesurvey.

Dari enam pilihan tersebut, yang biasa digunakan ialah Konfigurasi dan Survei. Untuk Konfigurasi, akan muncul tampilan seperti gambar di bawah.

Graphical user interface, application

Description automatically generated

Yang biasa digunakan hanya yang diberi tanda kotak merah. “Kelola administrator survei” berfungsi untuk melihat *user* siapa saja yang sudah terdaftar serta pengaturan perizinan yang diberikannya. Bisa juga untuk menambahkan *user* baru. Sedangkan untuk “Buat/edit grup pengguna” digunakan untuk membuat grup agar bisa lebih mudah dalam pemberian perizinan terhadap akun yang sejenis.

Pada pilihan Survei, terdapat pilihan untuk membuat survei baru, mengimpor survei, menyalin survei serta melihat daftar survei yang ada.

![Graphical user interface, application

Description automatically generated](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAeAB4AAD/4RDaRXhpZgAATU0AKgAAAAgABAE7AAIAAAAFAAAISodpAAQAAAABAAAIUJydAAEAAAAKAAAQyOocAAcAAAgMAAAAPgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAFVzZXIAAAAFkAMAAgAAABQAABCekAQAAgAAABQAABCykpEAAgAAAAM2NwAAkpIAAgAAAAM2NwAA6hwABwAACAwAAAiSAAAAABzqAAAACAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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SRaNLG04IbG+6aTZKMlSoUEjAGFwcFgPRrO5+2WUNz5MsHnRh/KnXa6ZGcMOxHcVNWV4Whlt/CGkQ3EbxSx2cSujqVZSEGQQehrVpAFFFFABRRRQAVm3H/ACFm/wCuKf8AoTVpVm3H/IWb/rin/oTUAWl+6KKF+6KKALFFFFABRRRQAUUUUAFNfpTqa/SgDNu/9ZF/12j/APQxWpWXd/6yL/rtH/6GK1KACiisvUPEem6Zd/ZrmSdptm9kt7WWfy1PRn8tW2A4PLYzg+hoA1Kr2Vjb6fA0NnH5cbSPKRuJyzMWY8+pJNTRSxzwpLC6yRuoZHU5DA9CDVKXW9PhvGtZLjbOsscJXY3DyAlBnGOQD/WgC/RRRQAUUUUAFFFVxfW51FrASf6SsQmKbTwhJAOenUGgCxRRRQAUUUUAFFFFABWbcf8AIWb/AK4p/wChNWlWbcf8hZv+uKf+hNQBaX7oooX7oooAsUUUUAFFFFABRRRQAU1+lOpr9KAM27/1kX/XaP8A9DFalZd3/rIv+u0f/oYrUoAK4vX7qxsvEFxMniE+HdQaOMYvUjNtfKuSMK+C2NxU7GVhkZ7Z7SigDy/xFrc66PYQvC2lXR0p7iO3TUJrJVcdBFFGu6VhjPlsQACOOpq6t7cf20Zo7h1a4vNNEjI2N4aFiQcdQfSvQ6KdwOC8Mm5iuPDdy2oX08mpRXH2kXF08iPtGVwjEquPUAE9yad421E6frUUp1EKUtw0Vl/aMllI7husQAKXDHgeWwOOP73Pd0UAefX3iBobnU7B9RlhvzrFq0Ns0xEogYw5wuc7OWBxxkkVKHuLbT9S183187afqkrSRm4kaM26OQyCPO3hWYjjOQPQY7yigDznW7rULW1019QuxDZXvn3Msl3q8tgsbsQY4/NjUkYQnCcAkHritjwxfX9zq9ut/dGYto8UjbS4RmMjDfhlU5IA52iuuoouAUUUUgCiiigAooooAKzbj/kLN/1xT/0Jq0qzbj/kLN/1xT/0JqALS/dFFC/dFFAFiiiigAooooAKKKKACmv0p1NfpQBm3f8ArIv+u0f/AKGK1Kyrzloucfvo+f8AgYrS8tv+ez/kv+FAD6KZ5bf89n/Jf8KPLb/ns/5L/hQA+imeW3/PZ/yX/Cjy2/57P+S/4UAPopnlt/z2f8l/wo8tv+ez/kv+FAD6KZ5bf89n/Jf8KPLb/ns/5L/hQA+imeW3/PZ/yX/Cjy2/57P+S/4UAPopnlt/z2f8l/wo8tv+ez/kv+FAD6KZ5bf89n/Jf8KPLb/ns/5L/hQA+imeW3/PZ/yX/Cjy2/57P+S/4UAPrNuP+Qs3/XFP/Qmq/wCW3/PZ/wAl/wAKz5gV1VssW/cpycerelAFtfuiihfuiigCxRRRQAUUUUAFFFFABTX6U6mv0oAzbv8A1kX/AF2j/wDQxWpWXd/6yL/rtH/6GK1KACiiuUfTE1nxjq8V5eakkcEFv5SW2ozwKhYPk7Y3AJ4HUGgDq6K4uHxbcab4ZtJLuWxmuPPntjPqN+tosvlOygghWLO2Bwq469OM5Ov+ItXvPJ1TSo/IhXQ31CFTfPHsc45aMIVkxnAVsjvxTsB6VRXI6t41k0R7WK8h07zGhieaNtSCzMWOD5UezLgdcnYP1xr6brFzqOsajbCyjitbGbyDOZ8vI+xW4TbwMN1LdR0pAa9Fc5H4s3+Ln0VobWPbJ5YWW9CXL/Lu3rCyjdH23KxPXjg4WDxX59npc/2Lb/aBm+Xzc+X5YY+nOdvtjNAHRUVy1h4wmltLW61TTUsoLyxe8gZLnzOFVWKN8gAbBJ4J6Gqmo/ESDS7hYb6OwtpIYY5buGfUljmQuM7YkK/vSB15X0GTTsB2lFY+iXYudT1pVadhFdqo8ybeozEh+QYG0c9OecnvWxSAKKKKACiiigArNuP+Qs3/AFxT/wBCatKs24/5Czf9cU/9CagC0v3RRQv3RRQBYooooAKKKKACiiigApr9KdTX6UAZt3/rIv8ArtH/AOhitSsu7+/F/wBdo/8A0MVqUAFYl34befVrjULTW9R097lESVLYQFWC5wfniYg8noRW3RQBgSeELEJYLY3N3YCxieFTbyKTJG5BdWLqxOSoO4YbPOaB4N04afHZtLctEmnNpwy65MZxznH3uBz09q36KAOaufBVvd+b52q6kVuIoo7hVaJRMY/uu2I+D7LhT3FbNjpkOnz3ssLSM17P58m8jAbaq8YHTCirlFAGPN4dS41RLqfUb6WCOcXC2TsjRLIOjAld4wecBse3aq1t4Ntba4icX99JDbvK1vbuyeXD5gYMBhASPm43E4wMcZroaKAMaXwtp8+jabpkpmaHTjGYjvAZtg24bA5BGQR3Bpb7w8t5qD3UOpX9iZgq3EdpIqicL0ySpZTjjKFTjvwMbFFAFOy0yGwur2eFpGa9mE0gcggEIqccdMKOuauUUUAFFFFABRRRQAVm3H/IWb/rin/oTVpVnT/8hZv+uKf+hNQBZX7oopQPlFFAE9FFFABRRRQAUUUUAFNanUhoAo3UW9SD+naqTy3y/dvJAP8AcT/4mtZ1Bqs8a+lAGd9o1D/n9k/74T/4mk+0aj/z+yf98J/8TV/y19KPLX0oAofaNR/5/ZP++E/+Jo+0aj/z+yf98J/8TV/y19KPLX0oAofaNR/5/ZP++E/+Jo+0aj/z+yf98J/8TV/y19KPLX0oAofaNR/5/ZP++E/+Jo+0aj/z+yf98J/8TV/y19KPLX0oAofaNR/5/ZP++E/+Jo+0aj/z+yf98J/8TV/y19KPLX0oAofaNR/5/ZP++E/+Jo+0aj/z+yf98J/8TV/y19KPLX0oAofaNR/5/ZP++E/+Jo+0aj/z+yf98J/8TV/y19KPLX0oAofaNR/5/ZP++E/+Jo+0ah/z+yf98J/8TV/y19KPLX0oAprPfnreyf8AfCf/ABNWreNi5eR2d26s1SLGvpU8agUASAcUU8DiigD/2Q==)

1. Di bagian tengah, terdapat pilihan seperti gambar di bawah. Fungsinya ialah:

A screenshot of a computer

Description automatically generated with low confidence

1. Buat survei, untuk masuk ke menu pembuatan survei.
2. Daftar survei, untuk melihat daftar semua survei yang ada.
3. Pengaturan global, untuk mengatur konfigurasi survei secara umum.
4. *ComfortUpdate,* untuk melakukan pembaharuan versi limesurvey.
5. *LimeStore,* untuk masuk ke halaman *add-on* limesurvey.
6. *Themes,* untuk mengubah tema yang digunakan pada limesurvey.

Dari enam pilihan tersebut, yang biasa digunakan ialah Buat survei.

1. Di bagian bawah, terdapat tampilan seperti gambar di bawah.

Graphical user interface, table

Description automatically generated

Untuk membuka manual resmi dari Limesurvey, klik tanda tanya yang ditandai lingkar merah. Untuk mengetahui versi limesurvey yang digunakan, klik yang ditandai kotak biru.

Tampilan di atas akan menunjukkan survei yang sudah dibuat. Daftar survei akan berubah sesuai dengan perizinan yang diberikan tiap survei.

Table

Description automatically generated

Di bagian kanan, terdapat tampilan seperti gambar di atas. Sebagian mewakili jumlah tanggapan yang masuk, namun belum selesai. Penuh mewakili jumlah tanggapan yang masuk dan sudah selesai. Total merupakan jumlah tanggapan sebagian dan penuh. Grup tertutup menunjukkan apakah survei terbuka untuk semua *user* atau tidak.

Membuat survei

Pembuatan survei pada limesurvey terbagi atas 3 jenis, yaitu:

Survei baru

Untuk membuat survei baru, klik pilihan “Buat survei” pada salah satu pilihan di bawah.

Graphical user interface

Description automatically generated with medium confidence ![Graphical user interface, text, application

Description automatically generated](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAeAB4AAD/4RDmRXhpZgAATU0AKgAAAAgABQESAAMAAAABAAEAAAE7AAIAAAAFAAAIVodpAAQAAAABAAAIXJydAAEAAAAKAAAQ1OocAAcAAAgMAAAASgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAFVzZXIAAAAFkAMAAgAAABQAABCqkAQAAgAAABQAABC+kpEAAgAAAAM2NwAAkpIAAgAAAAM2NwAA6hwABwAACAwAAAieAAAAABzqAAAACAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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Pada tab “Text elements”, masukkan judul survei yang sesuai, deskripsi survei; pesan penyambutan dan pesan penutup jika ada. Bagian lain dibiarkan kosong saja.

Graphical user interface, text, application, email

Description automatically generated

Tampilan lebih jelas tab “Text elements”

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

Pada tab “Pengaturan umum”, atur kepemilikan survei sesuai dengan ketentuan, apakah milik tim data/riset/IT/diseminasi. Pada pilihan “Format”, terdapat 3 pilihan yaitu:

1. Tampilan per pertanyaan, artinya survei akan muncul dalam bentuk 1 halaman, 1 pertanyaan.
2. Tampilan per grup, artinya survei akan muncul dalam bentuk 1 halaman, 1 grup yang bisa berisi lebih dari 1 pertanyaan (Grup Pertanyaan)
3. Seluruhnya bersamaan, artinya survei akan muncul dalam bentuk 1 halaman penuh panjang berisi semua pertanyaan dari awal sampai akhir.

Pengaturan yang lain bisa disesuaikan dengan gambar di bawah.

Graphical user interface, application, email

Description automatically generated

Pada tab “Tampilan & navigasi”, atur sesuai dengan gambar di bawah.

Graphical user interface, text, application, email

Description automatically generated

Pada tab “Kontrol publikasi & akses”, atur sesuai dengan gambar di bawah. Tanggal/waktu mulai dan berakhir diisi sesuai dengan jadwal pelaksanaan survei. Bisa menggunakan ikon di lingkaran merah untuk pilih lewat tampilan tanggal dan jam.

Graphical user interface, text, application

Description automatically generated

Pada tab “Pemberitahuan & data”, atur sesuai dengan gambar di bawah.

Graphical user interface, application

Description automatically generated

Pada tab “Participant settings”, atur sesuai dengan gambar di bawah. Untuk “Atur panjang token menjadi”, diisi menyesuaikan ketentuan yang diminta. **Panjang token minimal 5 dan maksimal 35.**

Graphical user interface, text, application, email

Description automatically generated

Jika sudah sesuai, klik simpan untuk masuk ke halaman pembuatan pertanyaan di dalam surveinya.

Graphical user interface, application, email

Description automatically generated

Menyalin survei

Menyalin survei dari yang sudah pernah dibuat.

Graphical user interface

Description automatically generated with medium confidence Graphical user interface, text, application

Description automatically generated

Akan muncul tampilan seperti berikut.

Graphical user interface, application

Description automatically generated

“Pilih survei untuk disalin” untuk memilih dari daftar survei yang ada. Masukkan judul survei baru di “Judul survei baru”. “ID survei baru” umumnya dibiarkan kosong saja, agar dihasilkan secara otomatis oleh Limesurveynya.

Keterangan yang ada di kanan berfungsi sebagai berikut:

1. Konversikan kolom ekspresi dan tautan sumber daya, pertanyaan yang kompleks (menggunakan *Expression Manager*) akan tetap disalin jika diaktifkan.
2. Kecualikan kuota, kuota pengisian survei tidak akan disalin jika dinon-aktifkan.
3. Kecualikan hak akses survei, perizinan akses survei tidak akan disalin jika diaktifkan.
4. Kecualikan jawaban, jawaban yang sudah ada tidak akan disalin jika diaktifkan.
5. Reset kondisi/relevansi, kondisi/relevansi (*skip logic*) yang ada tidak akan disalin jika diaktifkan.
6. Atur ulang tanggal/waktu awal/akhir, batas mulai dan berakhir pengisian survei tidak akan disalin jika diaktifkan.
7. *Reset response start ID*, ID penanda respon akan diubah ke awal jika diaktifkan. Diharapkan agar tidak diaktifkan, karena jika terjadi kesamaan *response ID,* akan terjadi permasalahan pada hasil surveinya.

Jika sudah sesuai yang diinginkan, klik “Salin survei”, maka akan muncul tampilan berikut yang menandakan survei telah berhasil di salin. Klik “Lihat survei” untuk masuk ke halaman pengaturan survei yang baru saja disalin.

A picture containing graphical user interface

Description automatically generated

Impor survei

Impor survei dilakukan untuk mengunggah dokumen survei dalam bentuk struktur survei (format \*.lss dan \*.txt) atau arsip survei (format \*.lsa) ke dalam limesurvey UPS*.*

Graphical user interface

Description automatically generated with medium confidenceGraphical user interface, text, application

Description automatically generated

Akan muncul tampilan seperti berikut.

![Graphical user interface, text, application, email

Description automatically generated](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAeAB4AAD/4RDmRXhpZgAATU0AKgAAAAgABQESAAMAAAABAAEAAAE7AAIAAAAFAAAIVodpAAQAAAABAAAIXJydAAEAAAAKAAAQ1OocAAcAAAgMAAAASgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAFVzZXIAAAAFkAMAAgAAABQAABCqkAQAAgAAABQAABC+kpEAAgAAAAM5MwAAkpIAAgAAAAM5MwAA6hwABwAACAwAAAieAAAAABzqAAAACAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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Klik “Choose File” untuk memilih dokumen yang diinginkan. Aktifkan “Konversikan kolom ekspresi dan tautan sumber daya?” agar pertanyaan yang kompleks juga ikut terimpor.

Klik “Impor survei”, maka akan muncul tampilan seperti berikut. Klik “Lihat survei” untuk masuk ke halaman pengaturan survei yang baru saja diimpor.

Table

Description automatically generated

## **PENTING!**

* Hasil akhir *link url* untuk dipublikasikan harus diubah ke format jaksurvei.

Misalkan:

Link awal: https://statistikdev.jakarta.go.id/index.php/**584197**?newtest=Y&lang=id

Link akhir: https://jaksurvei.jakarta.go.id/ls/?surveyId=**584197**

* Untuk pembuatan shortlink, bisa dilakukan di web: <https://tinyurl.com/app>

Pembuatan shortlink diharapkan bisa dengan karakter yang sedikit, minimal 5 huruf dan kalau bisa tidak lebih dari 12 huruf. Penamaan juga disesuaikan dengan nama OPD atau pelaksana survei dan triwulan pelaksanaannya (bisa ditambahkan tahun jika tidak terlalu panjang).

Misalkan survei https://jaksurvei.jakarta.go.id/ls/?surveyId=**584197** adalah survei AGD Dinkes triwulan ke-2 tahun 2021, maka bisa diberikan penamaan “agdkestw2”.

Graphical user interface, application

Description automatically generated

* Untuk pembuatan ***QR code***secara *bulk* atau sekaligus banyak, bisa dilakukan dengan bantuan ***Google Spreadsheet****.* Dari hasil yang didapatkan di *spreadsheet,* bisa diekspor sebagai pdf agar didapatkan satu dokumen berisi semua QR Code tersebut. Contohnya bisa lihat di tautan berikut:

<https://tinyurl.com/generate-qr-123>

## ***DISCLAIMER:***

Pengaturan di atas adalah yang umum digunakan dalam pembuatan survei jenis Survei Kepuasan Masyarakat (SKM). Pengaturan bisa berubah tergantung permintaan dari OPD atau pihak penyelenggara surveinya.

# **Panduan jenis-jenis pertanyaan di Limesurvey**

Setelah klik [simpan](#Simpan) pada pembuatan survei, maka akan muncul tampilan utama survei seperti berikut.

A screenshot of a computer

Description automatically generated

Untuk pembuatan pertanyaan survei, klik “Structure”. Setelah itu, klik “Tambahkan grup pertanyaan”.

A picture containing application

Description automatically generated

Grup pertanyaan di sini sama halnya dengan halaman survei. Umumnya survei terdiri dari beberapa halaman seperti Demografi, Kepuasan, Saran, dll. Ini dijadikan sebagai isian judul di bawah. Deskripsi disesuaikan, jika tidak ada maka tidak perlu diisi. “Grup pengacakan” dan “Persamaan relevansi” dibiarkan kosong.

Graphical user interface, text, application, email

Description automatically generated

Jika ingin membuat semua halamannya dulu, bisa pilih “Save and new group”. Jika ingin buat langsung pertanyaan di halaman yang sedang dibuat, pilih “Save and add question”. Pilihan “Simpan” berfungsi sama dengan “Save and new group”.

Jika memilih “Save and add question”, maka akan muncul tampilan berikut.

Graphical user interface, text, application, email

Description automatically generated

Untuk membuat pertanyaan, masukkan kode pertanyaan yang unik atau tidak ada duplikat dengan pertanyaan lain. Biasanya pertanyaan terdiri dari satu huruf dan satu atau lebih angka yang mewakili halaman dan urutan. Misalkan kode A1 untuk pertanyaan di halaman 1 urutan 1; C6 untuk pertanyaan di halaman 3 urutan 6.

Graphical user interface, text, application, email

Description automatically generated

Jenis pertanyaan bisa dipilih pada yang ditandai kotak merah di atas.

Panduan lengkap mengenai semua jenis pertanyaan dapat dilihat di web resmi Limesurvey: <https://manual.limesurvey.org/Question_types>

Jenis pertanyaan yang umum digunakan di UPS Diskominfotik ialah:

1. Daftar (Pilihan), atau di Jaksurvei disebut *Radio Options;*
2. Daftar (Tarik-turun), atau di Jaksurvei disebut *Dropdown Options;*
3. Isian angka, tapi tidak digunakan untuk nomor ponsel yang depannya angka 0, karena tidak akan terbaca dalam rekap (Solusinya dengan “Teks bebas pendek”, [caranya di sini](#NomorHP));
4. Jenis kelamin;
5. Tampilan teks, untuk menampilkan teks informasi yang bukan berupa pertanyaan;
6. Pilihan ganda, atau di Jaksurvei disebut *Checkbox Options*;
7. Teks bebas besar dan Teks bebas panjang, atau di Jaksurvei disebut *Text Input.* Perbedaannya hanya terletak pada tampilan kotak untuk pengisiannya;
8. Teks bebas pendek, atau di Jaksurvei disebut *Text Input.* Kurang lebih sama dengan “Teks bebas besar” dan “Teks bebas panjang”, namun pemakaiannya lebih fleksibel (umumnya untuk *attribute*);
9. Teks pendek ganda, atau di Jaksurvei disebut sebagai *Repeatable Elements*. (Sampai saat ini masih ada *bug,* karena hanya sampai yang disediakan, tidak bisa menambah sebanyak yang diinginkan oleh responden).

Di halaman edit pertanyaan, akan ada tampilan tab di samping kanan seperti ini (Umumnya sudah terbuka tab “Opsi umum”). Setiap jenis pertanyaan, ada pengaturan khusus di tab-tab ini. Pastikan disesuaikan dengan survei yang akan dibuat.

Graphical user interface, application

Description automatically generated

Panduan jenis pertanyaan yang umum digunakan di UPS Diskominfotik:

1. Daftar (pilihan)

Dapat terlihat pratinjau jenis pertanyaan ini sesuai gambar di bawah. Klik “Pilih” untuk melanjutkan ke pembuatan pertanyaan.

Graphical user interface, application

Description automatically generated

Di dalam tab “Opsi umum” terdapat pilihan “Opsi ‘Lainnya’“ dan “Wajib diisi”. Sesuaikan dengan survei yang dibuat.

Graphical user interface, application

Description automatically generated

Di dalam tab “Lainnya”, tidak perlu ada yang diubah.

Graphical user interface, text, application, email

Description automatically generated

Di dalam tab “Logika”, bisa disesuaikan untuk keterangan yang di dalam kotak merah di bawah ini. Yang lain umumnya dikosongkan.

Graphical user interface, text, application, email

Description automatically generated

Untuk tab “Pencacah waktu”, tidak ada yang perlu diubah.

Graphical user interface, text, application, email

Description automatically generated

Untuk tab “Statistik”, jenis pertanyaan yang memiliki pilihan (contoh: daftar (pilihan), daftar (tarik-turun), dll.) umumnya pilihan “Tampilkan dalam statistik publik” diaktifkan, agar terlihat jumlah sesuai pilihannya dalam bentuk grafik, yang disesuaikan dengan pilihan pada “Jenis grafik” nya.

Graphical user interface, text, application

Description automatically generated

Untuk tab “Tampilan”, umumnya tidak ada yang diubah. Namun jika ingin menamakan pilihan “Lainnya” dengan nama lain, bisa diisi yang di dalam kotak merah di bawah ini.

Graphical user interface, text, application, email

Description automatically generated

Jika sudah sesuai, klik “Simpan”.

A picture containing application

Description automatically generated

Untuk menambahkan pilihan, klik “Sunting opsi jawaban” seperti di gambar bawah ini.

Graphical user interface, text, application, email

Description automatically generated

Untuk pilihan jawaban, “Kode” umumnya diisi dengan angka mulai dari 1 (termasuk skoring). **Nilai “Kode” ini tidak boleh sama.** Klik tanda yang diberi kotak merah untuk menambahkan pilihan lebih banyak. Untuk yang ditandai kotak biru:

* Set label yang sudah ditentukan, berfungsi untuk menambahkan opsi jawaban dengan format yang sudah disimpan.
* Tambahkan cepat, berfungsi untuk menambahkan opsi jawaban secara cepat. Caranya dengan *copy-paste* semua pilihan jawaban, dengan pemisah 1 *enter* setiap jawaban. Jika ingin dengan kodenya, dipisahkan dengan 1 *tab* atau *semicolon* (;).

Contoh:

Graphical user interface, text, application, email

Description automatically generated

Pilihan “Ganti” untuk menggantikan opsi jawaban yang sudah diisi sebelumnya, sedangkan pilihan “Tambahkan” untuk menambahkan ke urutan setelah opsi jawaban yang sudah diisi sebelumnya.

* Simpan sebagai set label, untuk menyimpan pilihan yang sudah dibuat agar bisa dipasang di pertanyaan lain.

Graphical user interface, text, application

Description automatically generated

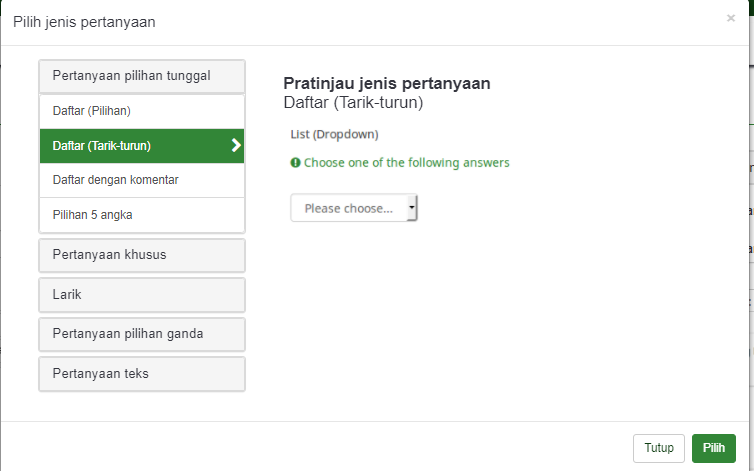
Untuk menyimpannya sebagai set label, jika ingin sebagai set baru, pilih “Label set baru”. Jika ingin disimpan menggantikan yang sudah ada, pilih “Ganti data yang ada”

Graphical user interface, text, application, email

Description automatically generated

1. Daftar (Tarik-turun)

Dapat terlihat pratinjau jenis pertanyaan ini sesuai gambar di bawah. Klik “Pilih” untuk melanjutkan ke pembuatan pertanyaan.



Di dalam tab “Opsi umum” terdapat pilihan “Opsi ‘Lainnya’“ dan “Wajib diisi”. Sesuaikan dengan survei yang dibuat.

Graphical user interface, text, application

Description automatically generated

Di dalam tab “Lainnya”, tidak perlu ada yang diubah.

Graphical user interface, text, application, email

Description automatically generated

Di dalam tab “Logika”, bisa disesuaikan untuk keterangan yang di dalam kotak merah di bawah ini. Yang lain umumnya dikosongkan.

Graphical user interface, text, application, email

Description automatically generated

Untuk tab “Pencacah waktu”, tidak ada yang perlu diubah.

Graphical user interface, text, application, email

Description automatically generated

Untuk tab “Statistik”, jenis pertanyaan yang memiliki pilihan (contoh: daftar (pilihan), daftar (tarik-turun), dll.) umumnya pilihan “Tampilkan dalam statistik publik” diaktifkan, agar terlihat jumlah sesuai pilihannya dalam bentuk grafik, yang disesuaikan dengan pilihan pada “Jenis grafik” nya.

Graphical user interface, text, application

Description automatically generated

Untuk tab “Tampilan”, umumnya tidak ada yang diubah. Namun jika ingin menamakan pilihan “Lainnya” dengan nama lain, bisa diisi yang di dalam kotak merah di bawah ini.

Graphical user interface, text, application, email

Description automatically generated

Jika sudah sesuai, klik “Simpan”.

A picture containing application

Description automatically generated

Untuk menambahkan pilihan, klik “Sunting opsi jawaban” seperti di gambar bawah ini.

Graphical user interface, text, application, email

Description automatically generated

Untuk pilihan jawaban, “Kode” umumnya diisi dengan angka mulai dari 1 (termasuk skoring). **Nilai “Kode” ini tidak boleh sama.** Klik tanda yang diberi kotak merah untuk menambahkan pilihan lebih banyak. Untuk yang ditandai kotak biru:

* Set label yang sudah ditentukan, berfungsi untuk menambahkan opsi jawaban dengan format yang sudah disimpan.
* Tambahkan cepat, berfungsi untuk menambahkan opsi jawaban secara cepat. Caranya dengan *copy-paste* semua pilihan jawaban, dengan pemisah 1 *enter* setiap jawaban. Jika ingin dengan kodenya, dipisahkan dengan 1 *tab* atau *semicolon* (;).

Contoh:

Graphical user interface, text, application, email

Description automatically generated

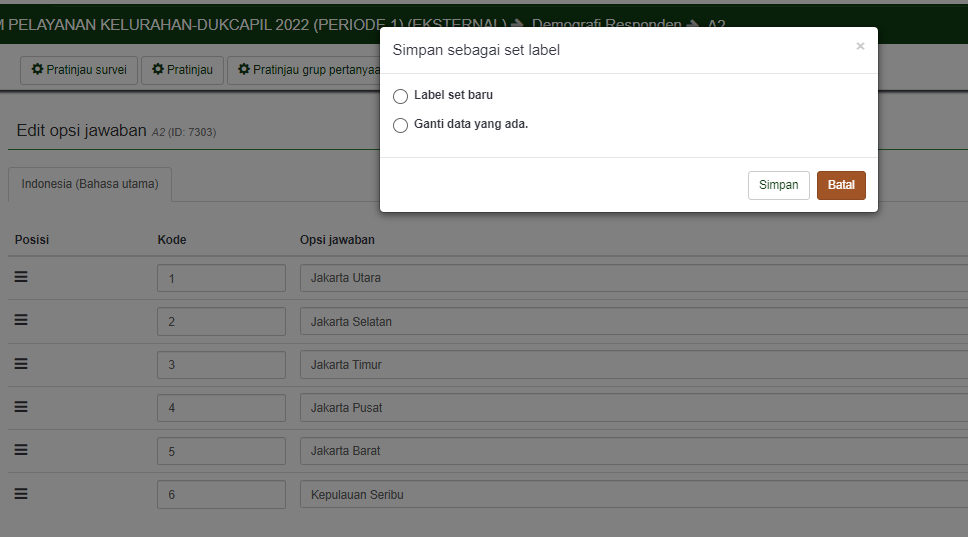
Pilihan “Ganti” untuk menggantikan opsi jawaban yang sudah diisi sebelumnya, sedangkan pilihan “Tambahkan” untuk menambahkan ke urutan setelah opsi jawaban yang sudah diisi sebelumnya.

* Simpan sebagai set label, untuk menyimpan pilihan yang sudah dibuat agar bisa dipasang di pertanyaan lain.

Graphical user interface, text, application

Description automatically generated

Untuk menyimpannya sebagai set label, jika ingin sebagai set baru, pilih “Label set baru”. Jika ingin disimpan menggantikan yang sudah ada, pilih “Ganti data yang ada”



1. Isian angka

Dapat terlihat pratinjau jenis pertanyaan ini sesuai gambar di bawah. Klik “Pilih” untuk melanjutkan ke pembuatan pertanyaan.

Graphical user interface, text, application

Description automatically generated

Di dalam tab “Opsi umum” terdapat pilihan “Wajib diisi”. Sesuaikan dengan survei yang dibuat.

Graphical user interface, application

Description automatically generated

Di dalam tab “Lainnya”, tidak perlu ada yang diubah.

Graphical user interface, text, application, chat or text message

Description automatically generated

Di dalam tab “Logika” umumnya dikosongkan.

Graphical user interface, text, application, email

Description automatically generated

Untuk tab “Masukan”, bisa diatur jumlah karakter maksimum yang bisa dimasukkan. Selain itu, bisa juga diatur apakah angka yang dimasukkan bisa desimal atau khusus bulat saja. Untuk nilai minimum dan maksimum biasanya diatur 1 dan 99, karena umumnya digunakan sebagai pertanyaan mengenai usia responden.

Graphical user interface, text, application, email

Description automatically generated

Untuk tab “Statistik”, jenis pertanyaan yang memiliki pilihan (contoh: daftar (pilihan), daftar (tarik-turun), dll.) umumnya pilihan “Tampilkan dalam statistik publik” diaktifkan, agar terlihat jumlah sesuai pilihannya dalam bentuk grafik, yang disesuaikan dengan pilihan pada “Jenis grafik” nya.

Graphical user interface, text, application

Description automatically generated

Untuk tab “Tampilan”, umumnya tidak ada yang diubah.

Graphical user interface, text, application, email

Description automatically generated

Jika sudah sesuai, klik “Simpan”.

A picture containing application

Description automatically generated

1. Jenis kelamin

Dapat terlihat pratinjau jenis pertanyaan ini sesuai gambar di bawah. Klik “Pilih” untuk melanjutkan ke pembuatan pertanyaan.

Graphical user interface, application

Description automatically generated

Di dalam tab “Opsi umum” terdapat pilihan “Wajib diisi”. Sesuaikan dengan survei yang dibuat.

Graphical user interface, application

Description automatically generated

Di dalam tab “Lainnya”, tidak perlu ada yang diubah.

Graphical user interface, text, application, email

Description automatically generated

Di dalam tab “Logika” umumnya dikosongkan.

A picture containing table

Description automatically generated

Untuk tab “Statistik”, jenis pertanyaan yang memiliki pilihan (contoh: daftar (pilihan), daftar (tarik-turun), dll.) umumnya pilihan “Tampilkan dalam statistik publik” diaktifkan, agar terlihat jumlah sesuai pilihannya dalam bentuk grafik, yang disesuaikan dengan pilihan pada “Jenis grafik” nya.

Graphical user interface, text, application

Description automatically generated

Untuk tab “Tampilan”, pada “Jenis tampilan” terdapat 2 pilihan.

Graphical user interface, text, application, email

Description automatically generated

*Button group* tampilannya seperti berikut.

Shape, rectangle

Description automatically generated

*Radio list* tampilannya seperti berikut.

Graphical user interface, text, application

Description automatically generated

Jika sudah sesuai, klik “Simpan”.

A picture containing application

Description automatically generated

1. Tampilan teks

Dapat terlihat pratinjau jenis pertanyaan ini sesuai gambar di bawah. Klik “Pilih” untuk melanjutkan ke pembuatan teks tulisan.

Graphical user interface, text, application, email

Description automatically generated

Karena jenis pertanyaan ini hanya menampilkan tulisan teks saja, pengaturan umumnya biasa terletak pada besar kecilnya huruf, jenis font dll. Semua bisa diatur pada bagian “Pertanyaan” ini.

Graphical user interface, text, application

Description automatically generated

Jika sudah sesuai, klik “Simpan”.

A picture containing application

Description automatically generated

1. Pilihan ganda

Dapat terlihat pratinjau jenis pertanyaan ini sesuai gambar di bawah. Klik “Pilih” untuk melanjutkan ke pembuatan pertanyaan.

Graphical user interface, application

Description automatically generated

Di dalam tab “Opsi umum” terdapat pilihan “Opsi ‘Lainnya’“ dan “Wajib diisi”. Sesuaikan dengan survei yang dibuat.

Graphical user interface, application

Description automatically generated

Di dalam tab “Lainnya”, tidak perlu ada yang diubah.

Graphical user interface, text, application, email

Description automatically generated

Di dalam tab “Logika”, bisa disesuaikan untuk keterangan yang di dalam kotak merah di bawah ini. Untuk pertanyaan yang berisi pilihan dengan jenis yang menyetujui keseluruhan pilihan lain seperti “setuju dengan semua pilihan sebelumnya”, yang diberikan kotak biru bisa digunakan. “Opsi eksklusif” diisi dengan kode yang mewakili pilihan jawaban “setuju dengan semua pilihan sebelumnya” dan aktifkan “Otomatis pilih opsi eksklusif jika semua dipilih”. Jika opsi eksklusif ingin jawaban dengan jenis “Tidak ada” dan tidak mewakili pilihan yang lain, non-aktifkan “Otomatis pilih opsi eksklusif jika semua dipilih”.

Graphical user interface, text, application, email

Description automatically generated

Untuk tab “Statistik”, jenis pertanyaan yang memiliki pilihan (contoh: daftar (pilihan), daftar (tarik-turun), dll.) umumnya pilihan “Tampilkan dalam statistik publik” diaktifkan, agar terlihat jumlah sesuai pilihannya dalam bentuk grafik, yang disesuaikan dengan pilihan pada “Jenis grafik” nya.

Graphical user interface, text, application

Description automatically generated

Untuk tab “Tampilan”, umumnya tidak ada yang diubah. Namun jika ingin menamakan pilihan “Lainnya” dengan nama lain, bisa diisi yang di dalam kotak merah di bawah ini.

Graphical user interface, text, application, email

Description automatically generated

Jika sudah sesuai, klik “Simpan”.

A picture containing application

Description automatically generated

Untuk menambahkan pilihan, klik “Sunting sub-pertanyaan” seperti di gambar bawah ini.

Graphical user interface, text, application, email

Description automatically generated

Untuk pilihan jawaban, “Kode” umumnya diisi dengan angka mulai dari 1 (termasuk skoring). **Nilai “Kode” ini tidak boleh sama.** Klik tanda yang diberi kotak merah untuk menambahkan pilihan lebih banyak. Untuk yang ditandai kotak biru:

* Set label yang sudah ditentukan, berfungsi untuk menambahkan opsi jawaban dengan format yang sudah disimpan.
* Tambahkan cepat, berfungsi untuk menambahkan opsi jawaban secara cepat. Caranya dengan *copy-paste* semua pilihan jawaban, dengan pemisah 1 *enter* setiap jawaban. Jika ingin dengan kodenya, dipisahkan dengan 1 *tab* atau *semicolon* (;).

Contoh:

Graphical user interface, text, application, email

Description automatically generated

Pilihan “Ganti” untuk menggantikan opsi jawaban yang sudah diisi sebelumnya, sedangkan pilihan “Tambahkan” untuk menambahkan ke urutan setelah opsi jawaban yang sudah diisi sebelumnya.

* Simpan sebagai set label, untuk menyimpan pilihan yang sudah dibuat agar bisa dipasang di pertanyaan lain.

Graphical user interface, text, application, email

Description automatically generated

Untuk menyimpannya sebagai set label, jika ingin sebagai set baru, pilih “Label set baru”. Jika ingin disimpan menggantikan yang sudah ada, pilih “Ganti data yang ada”

Graphical user interface, text, application, email

Description automatically generated

1. Teks bebas besar dan Teks bebas panjang

Dapat terlihat pratinjau jenis pertanyaan ini sesuai gambar di bawah. Klik “Pilih” untuk melanjutkan ke pembuatan pertanyaan.

Graphical user interface, application

Description automatically generatedGraphical user interface, application

Description automatically generated

Di dalam tab “Opsi umum” terdapat pilihan “Wajib diisi”. Sesuaikan dengan survei yang dibuat.

Graphical user interface, application

Description automatically generated

Di dalam tab “Lainnya”, tidak perlu ada yang diubah.

Graphical user interface, text, application, chat or text message

Description automatically generated

Di dalam tab “Logika”, bisa disesuaikan untuk keterangan yang di dalam kotak merah di bawah ini. Yang lain umumnya dikosongkan.

Graphical user interface, text, application, email

Description automatically generated

Untuk tab “Pencacah waktu”, tidak ada yang perlu diubah.

Graphical user interface, text, application, email

Description automatically generated

Untuk tab “Masukan”, umumnya tidak perlu diisi.

A picture containing chart

Description automatically generated

Untuk tab “Statistik”, jenis pertanyaan yang memiliki pilihan (contoh: daftar (pilihan), daftar (tarik-turun), dll.) umumnya pilihan “Tampilkan dalam statistik publik” diaktifkan, agar terlihat jumlah sesuai pilihannya dalam bentuk grafik, yang disesuaikan dengan pilihan pada “Jenis grafik” nya.

Graphical user interface, application

Description automatically generated

Untuk tab “Tampilan”, umumnya tidak ada yang diubah.

Graphical user interface, text, application, email

Description automatically generated

Jika sudah sesuai, klik “Simpan”.

A picture containing application

Description automatically generated

1. Teks bebas pendek

Dapat terlihat pratinjau jenis pertanyaan ini sesuai gambar di bawah. Klik “Pilih” untuk melanjutkan ke pembuatan pertanyaan.

Graphical user interface, application

Description automatically generated

Di dalam tab “Opsi umum” terdapat pilihan “Wajib diisi”. Sesuaikan dengan survei yang dibuat.

Graphical user interface, application

Description automatically generated

Di dalam tab “Lainnya”, umumnya tidak perlu ada yang diubah. Namun jika digunakan sebagai pertanyaan mengenai nomor ponsel, maka “Hanya angka” harus diaktifkan.

Graphical user interface, text, application, email

Description automatically generated

Di dalam tab “Logika”, bisa disesuaikan untuk keterangan yang di dalam kotak merah di bawah ini. Yang lain umumnya dikosongkan.

Graphical user interface, text, application, email

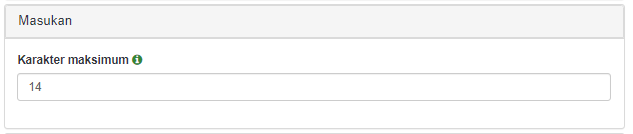
Description automatically generated

Untuk tab “Lokasi”, umumnya tidak ada yang diubah.

Table

Description automatically generated with low confidence

Untuk tab “Masukan”, umumnya dikosongkan. Tetapi jika digunakan untuk pertanyaan mengenai nomor ponsel, biasanya dibatasi 14.



Untuk tab “Pencacah waktu”, tidak ada yang perlu diubah.

Graphical user interface, text, application, email

Description automatically generated

Untuk tab “Statistik”, jenis pertanyaan yang memiliki pilihan (contoh: daftar (pilihan), daftar (tarik-turun), dll.) umumnya pilihan “Tampilkan dalam statistik publik” diaktifkan, agar terlihat jumlah sesuai pilihannya dalam bentuk grafik, yang disesuaikan dengan pilihan pada “Jenis grafik” nya.

“Tampilkan peta” umumnya dinon-aktifkan

Graphical user interface, application

Description automatically generated

Untuk tab “Tampilan”, umumnya tidak ada yang diubah.

Table

Description automatically generated with medium confidence

Jika sudah sesuai, klik “Simpan”.

A picture containing application

Description automatically generated

1. Teks pendek ganda

Karena masih ada *bug* dari Limesurvey, untuk sementara tidak digunakan oleh survei yang dilakukan di UPS Diskominfotik.

# **PRATINJAU, KONDISI DAN RELEVANSI**

Tampilan di halaman “Structure” jika survei yang dibuat sudah hampir selesai.

Graphical user interface, text, application

Description automatically generated

Pratinjau

Jika ingin melihat survei yang dibuat, terdapat 3 pilihan yang bisa digunakan seperti gambar di bawah.

Text

Description automatically generated

* Pratinjau survei digunakan untuk melihat survei secara keseluruhan, dari halaman pembuka hingga pesan penutup survei setelah mengisi sampai selesai.
* Pratinjau grup pertanyaan digunakan untuk melihat pertanyaan dalam satu grup yang sama, misalkan grup “Demografi Responden” atau grup “Kepuasan”.
* Pratinjau pertanyaan digunakan untuk melihat pertanyaan yang saat ini sedang dipilih, misalkan pertanyaan A1, A2, atau B1.

Pratinjau ini digunakan untuk memastikan apakah pertanyaan yang sudah dibuat pada survei sesuai dengan yang diminta.

Kondisi

* Pada semua jenis pertanyaan, terdapat kesamaan fungsi berikut



* Edit, berfungsi untuk melakukan perubahan pada pertanyaan yang sudah dibuat.
* Periksa logika, untuk melihat logika yang tersimpan dalam pertanyaan tersebut (umumnya tidak digunakan kecuali surveinya memiliki kebutuhan yang kompleks).
* Hapus, untuk menghapus pertanyaan yang dipilih.
* Ekspor, untuk mengunduh pertanyaan dalam bentuk yang bisa diimpor ke dalam survei lain.
* Salin, untuk menyalin pertanyaan yang dipilih di dalam survei yang sama.
* Tentukan kondisi, untuk menentukan kondisi seperti apa untuk menampilkan pertanyaan.
* Untuk “Tentukan kondisi”, **tidak bisa diberikan pada pertanyaan pertama, karena tidak ada yang bisa dijadikan parameternya**.
* Untuk penentuan kondisi, pilih pertanyaan serta jawaban yang sesuai, kemudian pilih “Tambahkan kondisi”. Nantinya pertanyaan tersebut hanya akan muncul jika jawaban yang sesuai yang dipilih.

Graphical user interface, application

Description automatically generated

Tampilan yang lebih jelas

* Operator perbandingan, ketentuan untuk kondisi jawaban yang diinginkan.

Graphical user interface, text, application

Description automatically generated with medium confidence

* Pertanyaan, untuk menentukan pertanyaan mana yang menjadi dasar penentuan kondisi.

Graphical user interface, text, application, email

Description automatically generated

* Jawaban, untuk menentukan jawaban apa dari pertanyaan yang dipilih untuk mengaktifkan kondisi.

Graphical user interface, text, application, email

Description automatically generated

1. Sudah ditentukan menunjukkan pilihan jawaban yang sudah dibuat dari pertanyaan tersebut (Contoh: Daftar (Pilihan), Daftar (Tarik-turun), dll.).
2. Konstanta untuk angka, bisa dimasukkan secara manual.
3. Pertanyaan, jika kondisi yang diinginkan adalah jawaban pertanyaan ini sama dengan pertanyaan lain (Contoh: Jawaban A3 sama dengan A4).
4. Isian token disesuaikan dengan partisipan yang sudah terdaftar. Jika survei bersifat *anonymous,* ini tidak bisa digunakan.

* Untuk [pengaturan survei yang di awal](#Pengaturan) bisa diubah kembali di dalam tab “Pengaturan”.

Graphical user interface, text, application, chat or text message, email

Description automatically generated

Relevansi

Relevansi

Untuk penjelasan yang pernah dilakukan dengan tim data sebelumnya, bisa dilihat pada tautan berikut: <https://tinyurl.com/zoomlsdata>