

Manual for Setting Up the HEAR-COMMAND TOOL

(Electronic, Web-Based Version)

For any inquiries regarding the HEAR-COMMAND TOOL, including installation, usage permissions, collaboration opportunities, and general support, please contact:

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1. Afghah, T., Alfakir, R., Meis, M., Hammady, M., Youssif, M., Abd Al-Ghaffar, M., ... & Wagener, K. C. (2024). **ICF-based hearing and functioning assessment: validation and research outcomes of utilizing the HEAR-COMMAND tool for patients with mild to moderately severe hearing loss and individuals with normal hearing.** *Frontiers in Rehabilitation Sciences*, 5, 1389653.
2. Afghah, T., Alfakir, R., Meis, M., van Leeuwen, L., Kramer, S. E., Hammady, M., ... & Wagener, K. C. (2022). **The development of a Self-Rated ICF-based questionnaire (HEAR-COMMAND Tool) to evaluate Hearing, Communication, and Conversation disability: Multinational experts' and patients' perspectives.** *Frontiers in rehabilitation sciences*, 3, 1005525.

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Table of Contents

Introduction

Overview of the HEAR-COMMAND TOOL
Purpose of the Manual

Requirements

Access to LimeSurvey Installation
Administrator Privileges
HEAR-COMMAND TOOL Source File (.lss)
Dedicated Email for Survey Administration

Step 1: Logging into LimeSurvey

Accessing LimeSurvey
Entering Administrator Credentials
Navigating the Dashboard

Step 2: Importing the HEAR-COMMAND TOOL Source File

Accessing the Import Function
Uploading the .lss Source File
Verifying the Imported Survey

Step 3: Updating the Administrator Email

Navigating to Survey Settings
Updating the Administrator Email and Name
Saving Changes

Step 4: Customizing the Survey Name

How to Rename the Questionnaire
Updating the Survey Title in Text Elements

Step 5: Adjusting Survey Activation Settings

Public vs. Private Survey Options
Enabling or Disabling CAPTCHA
Configuring Anonymous Responses
Adjusting Additional Settings

Step 6: Customizing the Survey Questions

How to Remove a Question in LimeSurvey
Steps to Delete Unnecessary Questions

Step 7: Activating and Distributing the HEAR-COMMAND TOOL

Activating the Survey
Obtaining the Survey URL
Sharing the Survey Link with Participants

Step 8: Monitoring and Exporting Responses

Accessing Responses & Statistics
a. Viewing Collected Data
b. Exporting Data for Analysis

Introduction

This manual provides comprehensive, step-by-step instructions for setting up the electronic, web-based version of the **HEAR-COMMAND TOOL** using the LimeSurvey source file. It is designed to guide users through deployment for research or clinical data collection. This guide is intended for conductors who wish to manage data collection and access their results using their private LimeSurvey user accounts.

Requirements

Before proceeding, ensure you have the following:

- Access to a LimeSurvey installation (self-hosted or through LimeSurvey Cloud)
 - Administrator privileges for LimeSurvey
 - The HEAR-COMMAND TOOL source file (in .lss format)
 - An exclusive email address for survey administration
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Step 1: Logging into LimeSurvey

1. Open your web browser and go to your LimeSurvey installation.
 2. Enter your administrator credentials.
 3. Click **Login** to access the dashboard.
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Step 2: Importing the HEAR-COMMAND TOOL Source File

1. In the LimeSurvey dashboard, click on **Surveys**.
 2. Select **Create, import, or copy a survey**.
 3. Choose the **Import a survey** option.
 4. Rename the downloaded *limesurvey_survey_HCT_English_temp.lss* or *limesurvey_survey_HCT_German_temp.lss* file to a unique name, for example *limesurvey_survey_HCT_English_university_of_X.lss*
 5. Click **Browse** and select the renamed .lss source file.
 6. Click **Import** to upload the questionnaire.
 7. Once the import is complete, click "Go to Survey". The survey's main menu will appear, and the HEAR-COMMAND TOOL survey will now be listed on your dashboard.
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Step 3: Updating the Administrator Email

1. In the dashboard, navigate to **Survey settings**.
2. Click on **General settings & texts**.
3. Locate the **Administrator email** field and enter your email address.
4. Update the **Administrator name** field.
5. Click **Save** to apply the changes.

Step 4: Customize the Survey Name

How to Rename the Questionnaire?

1. Navigate to **Survey settings**.
 2. Click on **Text elements**.
 3. Locate the **Survey title** field and change it from **HEAR-COMMAND Tool (English) Public version** to, for example, **HEAR-COMMAND Tool, University of X**.
 4. Click **Save** to apply the changes.
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Step 5: Adjusting Survey Activation Settings

1. Navigate to **Survey settings**.
 2. Click **Publication & access control**.
 3. Adjust the survey activation settings:
 - **Public or Private Survey:** Choose whether participants need an invitation.
 - **Captcha:** Enable or disable CAPTCHA for spam prevention.
 - **Anonymous Responses:** Configure anonymity settings.
 - **Additional Settings:** Adjust any other parameters as needed to align with your research or clinical requirements.
 4. Click **Save**.
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Step 6: Customizing the Survey Questions

How to Remove a Question in LimeSurvey?

You can remove specific questions to align with your organization's policies. For instance, if collecting certain personal information is not required, you may delete related questions such as: **A001: What is your full name?**

1. Navigate to the **Survey Structure** in the LimeSurvey dashboard.

2. Locate the question you wish to remove (e.g., **A001: What is your full name?**).
 3. Click on the three dots on its right side and choose **Delete Question**.
 4. Save your changes before exiting.
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Step 7: Activating and Distributing the HEAR-COMMAND TOOL

1. In the survey dashboard, click **Activate this survey**.
 2. Confirm your settings and click **Proceed**.
 3. Once activated, you will receive a survey URL.
 4. Share the survey link with participants via email, social media, or embed it on a website.
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Step 8: Monitoring and Exporting Responses

1. Go to **Responses & Statistics**.
 2. Click **Responses** to view collected data.
 3. Click **Export** to download data in CSV, Excel, or other formats for analysis.
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