



May 2007 Enhancement to PeoplePulse

Invitation and Reminder Scheduling

■ Description:

There is now a new eInvite module upgrade available to all PeoplePulse users that allows you to schedule in advance the sending of survey invites and reminders.

eInvites Version 2 allows you to set up your survey email invitations and reminders in advance, including uploading your recipient lists and setting the parameters for your email invite (i.e. from name, from email, subject line and message template). You can then schedule a future date and time for both your invitation and reminder to be sent out.

Unlike the original eInvite module, this feature allows you to set the parameters of your email invite and reminder once only, and then send out your emails using the same information as many times as you like without having to repeat that step.

As with the original eInvite feature, it is not mandatory to send out a survey reminder, and the survey administrator selects who they want the reminder to go out to (i.e. those who have not started the survey, or those who have not finished the survey).

In addition, this new upgrade can be used when you want to email customised survey links to individuals – not just to groups of people via a CSV spreadsheet upload.

■ Potential Uses:

The new eInvite feature allows you to set up your invites and reminders in advance and schedule a future time and date for them to go out. In this way, you will never forget to send out your invites and reminders, as the task will be completed automatically.

This enhancement is of benefit to those clients running ongoing surveys such as exit interviews or new starter feedback surveys, when you often know in advance of the need to survey a staff member and you want to schedule the sending of the invite ahead of time.

NB: This module is freely available to all current PeoplePulse clients on request. It has not been deployed to all clients by default as some existing eInvites users may prefer to continue using their existing invite process, based on eInvites module version 1.0.