Email a Survey Respondent a Copy of Their Response

Are you looking to send your survey respondents a copy of their response? Follow these steps.

Simply scroll to the Thank You page and click the button to Send Respondent a Confirmation Email in the Getting Started Guide.

Notification emails work best on the Thank You page, since all data collected in the survey can be referenced. If you wish to set up this type of notification elsewhere in the survey click the **Action** link on that page. Remember, you *must* place these actions on a page that follows questions you want to reference.

Responses are marked as complete when they reach this page (The survey will end on this page)	Sedit
Thank you for participation in this annual review. Your feedback will be used to gauge employee bappiness for your organization and make improvements to t	✓ Edit
the future.	Move Copy
10.1	× Remov
Type: Text / Instructions	
Getting Started Guide	×
Survey Actions let you do all kinds of things with your survey or data - send a thank you email, push data to salestorce, run custom code, and more. Build you one of these to get started.	Jr own Action, or use
Send Me a Confirmation Email Send Respondent a Confirmation Email Redirect to a URL	

This will open a panel for setting up your Send Email Action.

Edit Action		
PRIMARY SETUP LOGIC	ADVANCED	♥ Need Help?
Name		
New Response Notification		
From Name	Alchemer	
	Quick fills: Me Survey Taker	
From Address	noreply	G .com (Alchemer) -
Reply To	No Reals increased gentremencement	
То	mila contena mente contena (partemente como	
	Quick fills: Me Survey Taker	Add BCC
Subject	New Response Notification	
Good News! You just got a new response to '[P.S. You can change this email to incl value and change this email to incl value and change this email to incl value and change the second	survey("title"))!! You can <u>view it by logging in and going to Results > Individual Responses</u> . ude any of their approver, if you would like ext version	
		Cancel Save Action

Customize the Message Subject

If needed, feel free to update the email's **Subject**. This will read *"New Response Notification"* by default.

Customize the From Name and From Email Address

The From Name and From Address (sender information) will default to *Alchemer* and *noreply@alchemer.com* respectively.

Note: In order to provide a custom **From Address**, a **Custom Email Settings** integration will need to be configured.

w Send E	mail	
Subject	New Personse Notification	
,	New Response Notification	
From	New Response Notification	
From Name	Quick fills: Me Survey Taker	

If you have configured a Custom Email Settings integration, use the dropdown menu associated with the **From Address** field to choose your custom from address (if this information has not been populated by default).

onfirmatio	on Email			
Subject	New Response Notification			
From Name	Quick fills: Me Survey Taker			
From Address	smtptest		@	ourdomain.com 🕶
			com (default)	
Reply To	No Reply <noreply@:< td=""><td>.com></td><td>yourdomain.com (SMTP for</td><td>.com)</td></noreply@:<>	.com>	yourdomain.com (SMTP for	.com)
То	Comma Separated			

Customize the Reply To Name and Email Address

Customize the **Reply To** Name & Email Address. By default, this field contains:

No Reply <noreply(< th=""><th>@alchemer.com></th></noreply(<>	@alchemer.com>
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Customize Recipient Email Address and Name

Under the **To** field use the **Quick Fills** options to click the **Survey Taker** link and indicate the field in your survey where you collect the survey taker's email address.

То	Comma Separated	
	Quick fills: Me Survey Taker	Add BCC

In the popup, select the question/field in your survey where you collect the survey taker's email address.

Which question collec	ts the Email Address of the respondent:	11p
Email Address:	✓ 1-1) First Name 1-2) Last Name	Ð
	1-3) Email Address	
	2-1-opt) Male	
	2-1-opt) Female 2-1-opt) Prefer not to answer	
jon.smith@company.net) eygizmo.com)	2-2) Education 2-2-opt) Less than high school 2-2-opt) Graduated high school	

Click **Save** in the popup when you are finished. This will place the merge codes in the **To** Email Address field. This merge code will populate on the fly for each survey response with the respondent's email address.

Customize the Message Body

Delete the default text in the Message Body (HTML) field. Add the text of the message body and, if you wish to include the survey details as part of the message text, click the **Merge Codes** menu below the Message Body field.

То	[question("value"), id="16"]		
	Quick fills: Me Survey Taker	4	
BCC	jon.smith@company.net.jane.smith@company.net		
	Quick fills: Me Survey Taker		
Here are your	r results:		
BIS	Size → <u>A</u> →]= := Merge Codes → •••		
Automatica	ally generate plain-text version		

Select the Merge All Questions option at the top of the list of options in the merge code dropdown menu that appears to insert the merge codes at cursor.

To Comma Separated		
Quick fills: Me Survey T	Merge All Questions Page 1 Questions	Add BCC
	Respondent Errati Name	
B I Size - A - 2 = 3 = ✓ Automatically generate plain-text ver	sion	4

This will insert merge codes that will dynamically populate with the survey taker's response to each question.

Send a PDF with the Survey Response Instead

If you prefer to instead send the contents of the survey response in a PDF, head over to the **Advanced** tab of your Send Email action and select **Yes** under **Attach a PDF Review**. Select the page, question, action and PDF settings you desire and click **Save Action** when you are finished. To learn more about these settings check out our Customize a PDF Tutorial.

Edit Action		
Primary Setup	Logic	Advanced
Attach a PDF Re	eview	
⊛ Yes, do 💿 No	, don't	
Page settings		
 Include page 1 	titles	
Include page i	numbers	
Question sett	ings	
Include text e	lements	
Only include of the other sectors of the other s	questions di	isplayed to survey taker
Only include a	unswered qu	uestions
 Include quest 	ion number	S
Actions settin	gs	
Include quiz s	core results	i i i i i i i i i i i i i i i i i i i
Include hidde	n values	
PDF Settin	gs	
PDF File Name		
PDF file name (survey title	e will be used by default)

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