Participants

Firstly, the participants and the questions are needed to create a survey. You can include both in the system or upload these using an Excel file. Of course, manual changes, which are then available for export, can be made later.

Please do not forget to enter your name also as the initial user in the participant table if you want to access the assessor view under the tile ***Survey participation***. Otherwise, it is also possible to receive a preview of the questionnaire after the survey is created and before it is released so as you can see the participants' questionnaire.

You can enter one of the following languages for the participants which will then be stored in the electronic file as their native language. Please use the short IDs in the participant list:

ID	Language
DE	German
EN	English
FR	French
IT	Italian
ES	Spanish
RU	Russian
CS	Czech
ZH	Chinese
KO	Korean
AR	Arabic

At present, Danielle Software supports German, English and French. Other languages are planned. You can edit the title of the survey, the questionnaire and the mails in one of these languages. English has been configured as the default language.

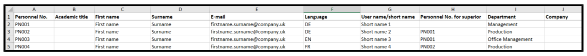
Various options are available:

Add participants to the table using ⊕. The fields can be described in the empty rows. Individual participants can be deleted by using 🗑 .

At the end, please click 💾 to adopt the entries.

This template provides precisely those columns that are shown in the table. First of all, please delete the sample data and then enter the personal information for your survey participants. Then continue by clicking ***Upload participant list***.

⤓ Download participants template (Excel)



	A	B	C	D	E	F	G	H	I	J
1	**Personnel No.**	**Academic title**	**First name**	**Surname**	**E-mail**	**Language**	**User name/short name**	**Personnel No. for superior**	**Department**	**Company**
2	PN001		First name	Surname	firstname.surname@company.uk	DE	Short name 1		Management	
3	PN002		First name	Surname	firstname.surname@company.uk	DE	Short name 2	PN001	Production	
4	PN003		First name	Surname	firstname.surname@company.uk	EN	Short name 3	PN001	Office Management	
5	PN004		First name	Surname	firstname.surname@company.uk	FR	Short name 4	PN002	Production	

> *Participant template in Excel*

You can use ⇧ to upload a participant list in Excel into the survey. When you upload participants again, the previous entries will be overwritten.

At the end, please click 💾 to adopt the entries.

Further options:

⇩ Download the participant list previously created in Excel

Upload participant list

↻ Reloading, is only possible before 💾, to restore the initial state

Error messages

The following checks are carried out:

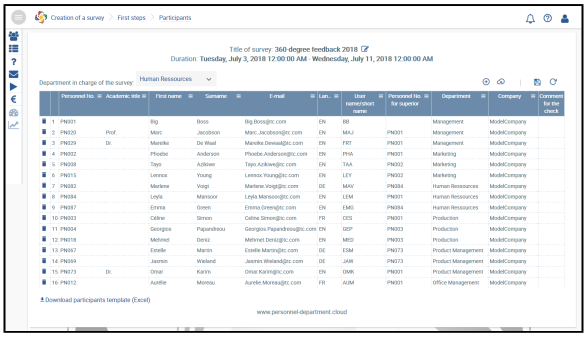
- The participant list is not empty
- The personnel number exists and has not been allocated
- First name and surname have been completed
- E-mail has been completed and in the standard e-mail format
- User name is unique
- Superior's personnel number exists and is not your own
- Language field has been completed and contains the ISO code from the table (short ID/language)

You can make the following entries:

Field name	Explanation	Mandatory field
Personnel No.	This corresponds to the personnel number in your company and it can contain numbers and/or letters. If you do not use personnel numbers in your company, please enter the short ID or consecutive numbers in this field.	yes
Academic title	If available, a title such as Prof., Dr. etc can be entered here.	no
First name	All the first names specified in the employment contract, no more than 250 characters	yes
Surname	All the surnames specified in the employment contract, no more than 250 characters	yes
E-mail	Business e-mail address, valid e-mail format, e.g. *firstname.surname@company.com*, the invitation e-mail for the survey will be sent to this address	yes
Language	You can select from the 10 languages in the list for the participants and then send them the questionnaire and the e-mails in the appropriate language. When a user logs in, only German, English or French will be displayed in the application.	yes
User name/short name	A user can log in to the survey using an e-mail address or a user name which, for example, can be the employee's short ID used in the company	no
Personnel No. for superior	This value can be used to define a superior's relationship for the assessment (superior assesses employee, employee assesses superior)	yes
Department	The participants in one department automatically assess each other; it is possible to make changes manually so that, for example, participants from different departments can assess each other.	yes
Company	If you have one only company, the company that you entered on registration will be adopted and entered for each participant. Please contact us if you have several companies or a corporate structure that you wish to reproduce. We will create this structure in accordance with your wishes. Then you can assign each participant to the respective company.	no

Comment for the check	This field is filled automatically if one of the checks above has been made and values have to be changed. It is not possible to make a manual entry in this case.	

You will receive a comprehensive overview of your participants once the data have been captured or an Excel participant list has been uploaded.


Creation of a survey
First steps
Participants
Download participants template (Excel)
www.personnel-department.cloud

Title of survey: **360-degree feedback 2018**
Duration: **Tuesday, July 3, 2018 12:00:00 AM - Wednesday, July 11, 2018 12:00:00 AM**

Department in charge of the survey: Human Ressources

	Personnel No.	Academic title	First name	Surname	E-mail	Lan...	User name/short name	Personnel No. for superior	Department	Company	Comment for the check
1	PN001		Big	Boss	Big.Boss@tc.com	EN	BB		Management	ModelCompany	
2	PN020	Prof.	Marc	Jacobson	Marc.Jacobson@tc.com	EN	MAJ	PN001	Management	ModelCompany	
3	PN029	Dr.	Mareike	De Waal	Mareike.Dewaal@tc.com	EN	FRT	PN001	Management	ModelCompany	
4	PN002		Phoebe	Anderson	Phoebe.Anderson@tc.com	EN	PHA	PN001	Marketing	ModelCompany	
5	PN008		Tayo	Azikiwe	Tayo.Azikiwe@tc.com	EN	TAA	PN002	Marketing	ModelCompany	
6	PN015		Lennox	Young	Lennox.Young@tc.com	EN	LEY	PN002	Marketing	ModelCompany	
7	PN082		Marlene	Voigt	Marlene.Voigt@tc.com	DE	MAV	PN084	Human Ressources	ModelCompany	
8	PN084		Leyla	Mansoor	Leyla.Mansoor@tc.com	EN	LEM	PN001	Human Ressources	ModelCompany	
9	PN087		Emma	Green	Emma.Green@tc.com	EN	EMG	PN084	Human Ressources	ModelCompany	
10	PN003		Céline	Simon	Celine.Simon@tc.com	FR	CES	PN001	Production	ModelCompany	
11	PN004		Georgios	Papandreou	Georgios.Papandreou@tc.com	EN	GEP	PN003	Production	ModelCompany	
12	PN018		Mehmet	Deniz	Mehmet.Deniz@tc.com	EN	MED	PN003	Production	ModelCompany	
13	PN067		Estelle	Martin	Estelle.Martin@tc.com	DE	ESM	PN073	Product Management	ModelCompany	
14	PN069		Jasmin	Wieland	Jasmin.Wieland@tc.com	DE	JAW	PN073	Product Management	ModelCompany	
15	PN073	Dr.	Omar	Karim	Omar.Karim@tc.com	EN	OMK	PN001	Product Management	ModelCompany	
16	PN012		Aurélie	Moreau	Aurelie.Moreau@tc.com	FR	AUM	PN001	Office Management	ModelCompany	

Participant list uploaded without errors

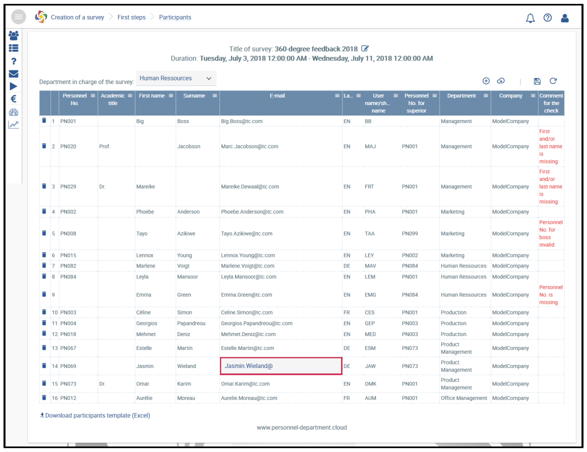
The display changes once the 21st participant has been reached and you can scroll forwards or backwards between several pages.

Please select the department that is to create the survey and access the results under ***Department in charge of the survey***. The selection list contains all the departments that were entered from your participant list.

Please note that this department has automatic access to all participants' personnel files. For this reason, the department selected should be the human resources department. If you are the only person with access rights, then please assign yourself a department and select this.

Then click on 💾.

If error messages appear in the column ***Comment for the check***, then please correct this row (comparison of mandatory fields and checks).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	Personnel No.	Academic title	First name	Surname	E-mail	La...	User name/sh... name	Personnel No. for superior	Department	Company	Comment for the check
1	PN001		Big	Boss	Big.Boss@tc.com	EN	BB		Management	ModelCompany	
2	PN020	Prof.		Jacobson	Marc.Jacobson@tc.com	EN	MAJ	PN001	Management	ModelCompany	First and/or last name is missing
3	PN029	Dr.	Mareike		Mareike.Dewaal@tc.com	EN	FRT	PN001	Management	ModelCompany	First and/or last name is missing
4	PN002		Phoebe	Anderson	Phoebe.Anderson@tc.com	EN	PHA	PN001	Marketing	ModelCompany	
5	PN008		Tayo	Azikiwe	Tayo.Azikiwe@tc.com	EN	TAA	PN099	Marketing	ModelCompany	Personnel No. for boss invalid
6	PN015		Lennox	Young	Lennox.Young@tc.com	EN	LEY	PN002	Marketing	ModelCompany	
7	PN082		Marlene	Voigt	Marlene.Voigt@tc.com	DE	MAV	PN084	Human Ressources	ModelCompany	
8	PN084		Leyla	Mansoor	Leyla.Mansoor@tc.com	EN	LEM	PN001	Human Ressources	ModelCompany	
9			Emma	Green	Emma.Green@tc.com	EN	EMG	PN084	Human Ressources	ModelCompany	Personnel No. is missing
10	PN003		Céline	Simon	Celine.Simon@tc.com	FR	CES	PN001	Production	ModelCompany	
11	PN004		Georgios	Papandreou	Georgios.Papandreou@tc.com	EN	GEP	PN003	Production	ModelCompany	
12	PN018		Mehmet	Deniz	Mehmet.Deniz@tc.com	EN	MED	PN003	Production	ModelCompany	
13	PN067		Estelle	Martin	Estelle.Martin@tc.com	DE	ESM	PN073	Product Management	ModelCompany	
14	PN069		Jasmin	Wieland	Jasmin.Wieland@	DE	JAW	PN073	Product Management	ModelCompany	
15	PN073	Dr.	Omar	Karim	Omar.Karim@tc.com	EN	OMK	PN001	Product Management	ModelCompany	
16	PN012		Aurélie	Moreau	Aurelie.Moreau@tc.com	FR	AUM	PN001	Office Management	ModelCompany	

Participant list with possible comments for the check

Finally, please click on 💾 again.