

In this case, you can also use one of our templates or write e-mails yourself. It is also possible to send e-mails via another provider such as Microsoft Outlook.

You can use each template directly or as a basis to create your own template.

There are three templates that you can enter in the following languages by using the language switch

Language for the template **English** ▼

1. Invitation

In this case, you can choose between templates for an initial registration or for a known participant with a shortened text.

2. Reminder

When this e-mail has been set and saved, it is automatically sent to all participants two days before the end of the survey.

3. End of the survey

This e-mail is sent to all participants once the survey has ended.

Various options are available:

Please select the template you require under **Template name**. To facilitate the work involved, a Danielle Software template, which you can adjust as required, will be displayed.

You can devise the subject line and the text with the wildcards for automatic customising in accordance with your requirements. To this end, please copy the wildcards in the square brackets on the right side and insert these in the correct place in the text. The wildcards are automatically filled with the values from the participant list that were stored.

Wildcard	Description
[First name]	First name from participant list
[Academic title]	Academic title from participant list
[Last name]	Surname from participant list
[Email]	Email address from participant list
[Title]	Title of survey (photo of survey, see above)
[Start]	Start date of the survey
[End]	Scheduled end date of the survey
[Registration]	Link to Danielle Software & Service GmbH - registration page
[Separation]	Horizontal separation line
[Initial password]	Password generated for login

It is possible to highlight the text by using colours, differences in size and enumeration or to insert diagrams, your company logo or links to your website/intranet etc. in the e-mail template.

NB

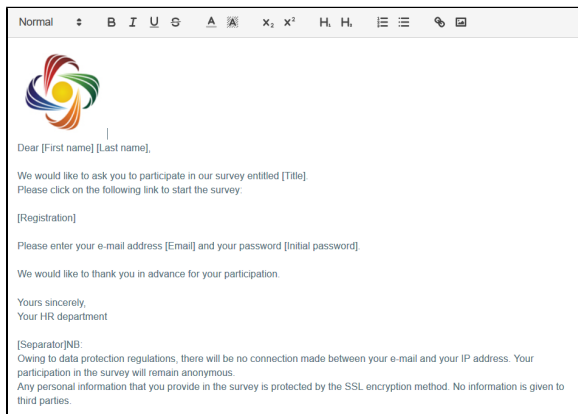
The e-mails are sent on behalf of Danielle Software & Service GmbH. Please make sure that the sender contact@personnel-department.cloud is not marked as spam mail by your e-mail server.

Language information


If there are employees in your company who speak English or Russian, you can select the e-mail templates in English. Since only German, English and French are supported at present, the texts for the Russian-speaking employees should be captured in English because English has been defined as the standard language. Other languages are planned.

If nothing is entered in an employee's language or in the English e-mails, this participant will not receive an e-mail or be invited to take part in the survey.

Avoiding the use of templates and sending invitations in a different way



The screenshot shows a rich text editor interface with a toolbar at the top containing options like Normal, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, and Outdent. The email body contains the following text:



Dear [First name] [Last name],

We would like to ask you to participate in our survey entitled [Title].
Please click on the following link to start the survey.

[Registration]

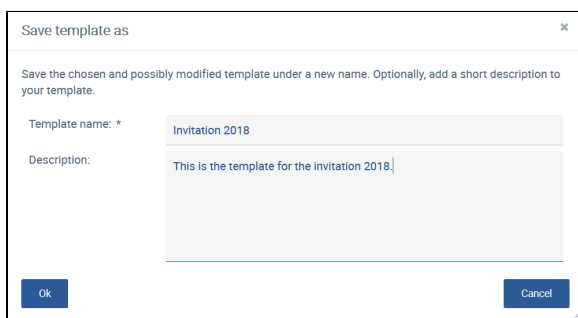
Please enter your e-mail address [Email] and your password [Initial password]

We would like to thank you in advance for your participation.

Yours sincerely,
Your HR department

[Separator]NB:
Owing to data protection regulations, there will be no connection made between your e-mail and your IP address. Your participation in the survey will remain anonymous.
Any personal information that you provide in the survey is protected by the SSL encryption method. No information is given to third parties.

Please click on **Save as...** to save the template.



The 'Save template as' dialog box contains the following fields and buttons:

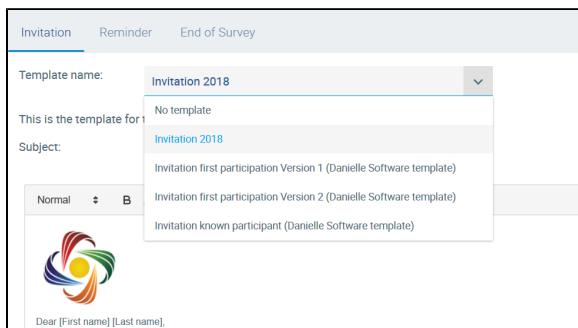
Save the chosen and possibly modified template under a new name. Optionally, add a short description to your template.

Template name: *

Description:

Buttons: OK, Cancel

This template can be edited at any time before the survey is released. You can find it in the selection list **Template name**. Please save the template after every change.



The screenshot shows the 'Invitation' tab of an email configuration interface. It includes a 'Template name' dropdown menu with the following options:

- No template
- Invitation 2018
- Invitation first participation Version 1 (Danielle Software template)
- Invitation first participation Version 2 (Danielle Software template)
- Invitation known participant (Danielle Software template)

Below the dropdown, there is a 'Subject' field and a preview of the email template, which includes the Danielle Software logo and the text 'Dear [First name] [Last name]'.

You can also delete your own templates by clicking on **Delete template**.

Proceed in the same way with the reminder e-mail and the e-mail at the end of the survey. You can decide yourself whether you want to use the email function and what type of email you would like to have sent. The survey is also started without configuring the emails.

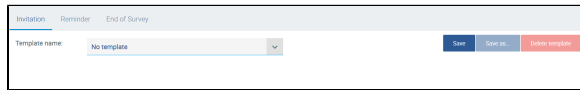
Send test mail

There is a function entitled **Send test mail** in order to see how the survey participants receive the email. To this end, please enter a recipient e-mail address at which you can access and check the e-mail. This is always addressed to John Smith because the test e-mail is not linked to the participant list and it is only intended to transfer the e-mail contents for checking purposes. There is a fixed password in the test e-mail. When the real e-mail is sent, each participant is allocated an individual initial password in order to ensure the highest level of security.

Avoiding the use of templates and sending invitations in a different way

Please select **No template**, if you do not wish to send emails to the participants in your survey via the application but would rather inform them via Outlook, for example.

This is also a default setting.



The screenshot shows a web interface for survey configuration. At the top, there are three tabs: 'Invitation', 'Reminder', and 'End of Survey'. The 'Invitation' tab is active. Below the tabs, there is a section labeled 'Template name' with a dropdown menu. The dropdown menu is open, showing 'No template' as the selected option. To the right of the dropdown, there are three buttons: 'Save' (blue), 'Cancel' (grey), and 'Delete template' (red).