

Overview of participants (HR)

The overview of participants is activated directly when the survey goes live.

During the survey, you can receive information, on this page, on the status of all participants as well as the number of assessments already made. In this way, you can monitor the acceptance of the survey or if the timing of the survey was good (e.g. little participation during high project workloads, high sickness levels or a crisis).

It is also possible to contact individual participants via the Overview, if, for example, they have not registered or made an assessment. Furthermore, the overview lets you know if a participant has not been assessed and the entire assessor group can be contacted again to remind them of the assessment.

Participants' anonymity, however, is ensured because individual assessments and results cannot be traced. This is an important factor for promoting a trustworthy environment to ensure a free and open assessment as far as possible.



The **Status as assessor** changes with each participant's actions.

ID	Name	Email	Status
PM001_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM002_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM003_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM004_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM005_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM006_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM007_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM008_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM009_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM010_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM011_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM012_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM013_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM014_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM015_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM016_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM017_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM018_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM019_Kulke	Kulke	Kulke@kern.de	Participant has started the survey
PM020_Kulke	Kulke	Kulke@kern.de	Participant has started the survey

The following status messages for the assessors can be displayed:

Participant is not an assessor

is to be assessed by other participants

The participant is not an assessor but

Participant has started the survey

but has not yet sent it

The participant has started the survey

Participant has viewed the survey

survey but has not yet made an assessment

The participant has looked at the

Participant has completed the survey

questions

The participant has answered all the

Registration has been completed

data

The participant has received the login

Log-in not yet completed

The participant has not registered yet

E-mail could not be delivered

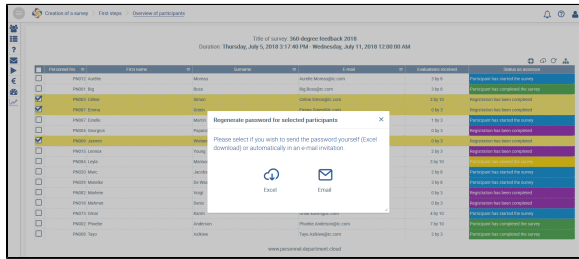
The e-mail address for the participant is not valid, no e-mails in HTML format can be received, the mailbox is full and/or the e-mail server is not available (e.g. network failure, server failure).

If one or more recipients do not receive an e-mail, you will receive a warning during activation. To see what participants are affected, you have to view the appropriate status **E-mail could not be sent** (red bar) on this page.

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You can generate a new initial password for these participants by selecting and marking the participants

in question and then clicking on the icon  .



The new passwords can be sent again in an e-mail invitation (automatically) or be exported to Excel and sent manually to the participants (via Outlook, verbally or by post). The previously valid password is now overwritten and can no longer be used.