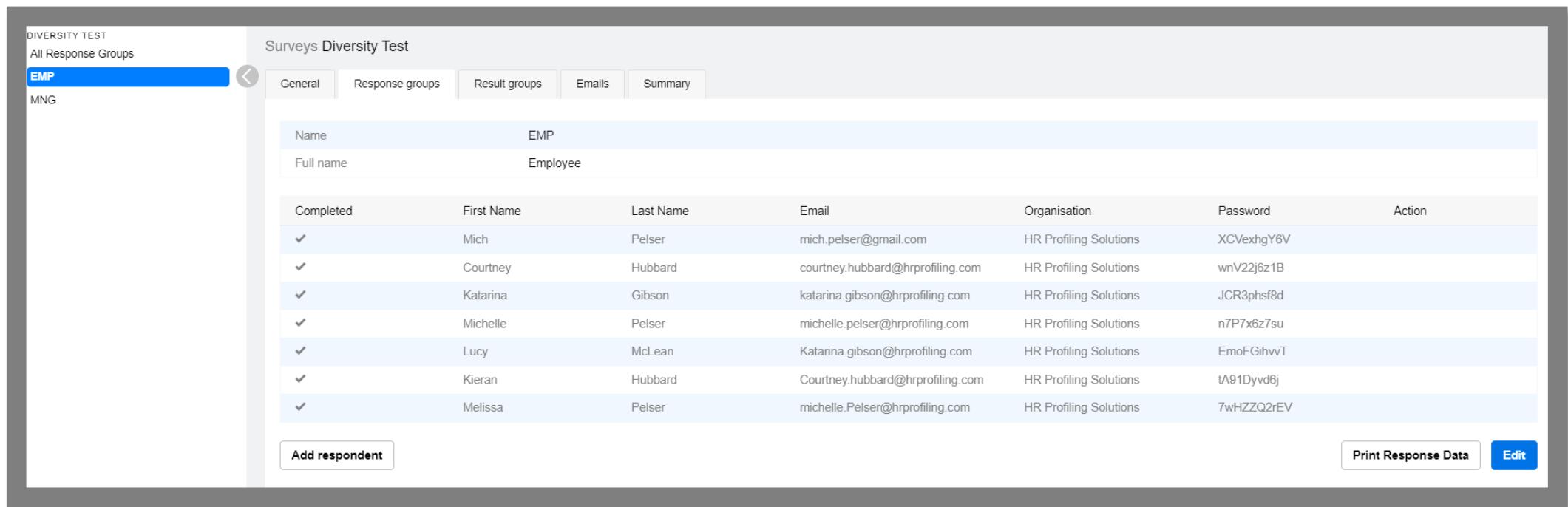# Surveys I Editing, Adding & Removing Assessors

If you receive invitation bounce backs because an email address was incorrect, simply:

- Log into your FinxS account and select "Survey" under the 'Projects' tab on your dashboard.

- Select the relevant Survey project from the column on the left.

- Click on the **"Response Group"** and then highlight the name of the group, with the respondent that needs editing.

- **Click 'Edit'** on the right and then go through the list of assessors' emails and correct the one that contains an error.

- Once you've clicked 'Save', an **option to re-invite the person whose address was wrong** will appear at the end of the row (an envelope). Click on this and the system will send out another invitation email and advise you that this has been done.

	DIVERSITY TEST							

Surveys Diversity Test

General	Response groups	Result groups	Emails	Summary

Name	EMP
Full name	Employee

Completed	First Name	Last Name	Email	Organisation	Password	Action
✓	Mich	Pelser	mich.pelser@gmail.com	HR Profiling Solutions	XCVexhgY6V	
✓	Courtney	Hubbard	courtney.hubbard@hrprofiling.com	HR Profiling Solutions	wnV22j6z1B	
✓	Katarina	Gibson	katarina.gibson@hrprofiling.com	HR Profiling Solutions	JCR3phsf8d	
✓	Michelle	Pelser	michelle.pelser@hrprofiling.com	HR Profiling Solutions	n7P7x6z7su	
✓	Lucy	McLean	Katarina.gibson@hrprofiling.com	HR Profiling Solutions	EmoFGihvvT	
✓	Kieran	Hubbard	Courtney.hubbard@hrprofiling.com	HR Profiling Solutions	tA91Dyvd6j	
✓	Melissa	Pelser	michelle.Pelser@hrprofiling.com	HR Profiling Solutions	7wHZZQ2rEV	

Add respondent   Print Response Data   Edit

If you need to **add** other assessors to the Survey simply:

- **Click the "Response Group" tab and then highlight the group's name** on the left hand side of the screen to which you need to add a respondent.

FS FinxS ONLINE PLATFORM   ED Extended DISC AUSTRALASIA   HR PROFILING SOLUTIONS

- **Click "Add Respondent"** and complete the required fields then click **"Save"**. An envelope will appear at the end of the row, simply click to invite this new respondent to complete the questionnaire.

- You can add as many additional respondents as required by following the step above until all have been entered, then invite each one by clicking on their envelopes.

| ✕ | Sam | Sample | sa@hrp.com | HR Profiling Solutions | w6EMgkZ5or (link) | ✉ |

To remove an assessor (with or without answers)

- Log into your FinxS account and select "Surveys" under the 'Projects' tab on your dashboard.

- Select the relevant Survey project in the column on the left.

- **Click the "Response Group" tab and then highlight the group's name** on the left-hand side of the screen from which you wish to remove a respondent.

- **Click "Edit"** on the right.

- Locate the name and email address of the assessor you wish to remove, and click on the **rubbish bin** at the end of the row; this will delete them and any answers they may have provided.

| ✓ | Michelle | Pelser | michelle.pelser@hrp | HR Profiling Solution | n7P7x6z7su | 🗑 |

- If you wish to re-add this same assessor, so they can complete the questionnaire again, simply follow the instructions for adding an assessor, given on page 20. Nb: A different email address **must** be entered as FinxS remembers all email addresses, even deleted ones. A way around this is to enter the assessor's email address again but with a capital letter i.e. John.smith@hrprofiling.com

- Click **"Save".**

- Send an invitation to complete the questionnaire again, if required, by clicking on the envelope next to the assessor's email address.