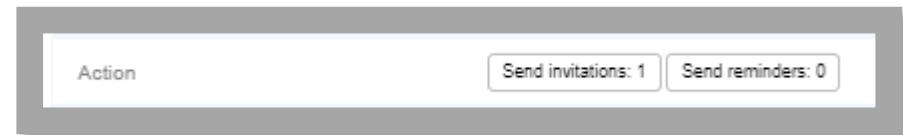


Surveys I Sending System Invitations & Reminder emails

1. Sending System Invitations

Now that all the participant information has been uploaded to the project/access code, the system can send out the invitations. To enable this:

- Go into your Survey project. (Click on the relevant Survey project in the column on the left).
- **Click on the “General” tab** along the top of the project screen.
- Look down the page and find the “Action” field. **Click on “Send invitations”**.
- The system will advise you when all the invitations have been sent.
- The assessors can now go online and complete the questionnaire.



2. Sending System Reminder Emails

If you chose to have the system send out reminder emails on a certain date, FinxS will do this automatically.

However, only two reminder dates can be pre-set. If a reminder date was not set or if you would like to send another:

- Go into your Survey project.
- Under the **“General” tab**, find the “Action” field and **click on the “Send reminders” button**.
- FinxS will confirm the reminder emails have been sent.
- This can be done as many times as needed and FinxS will only remind those who have not completed the questionnaire.

