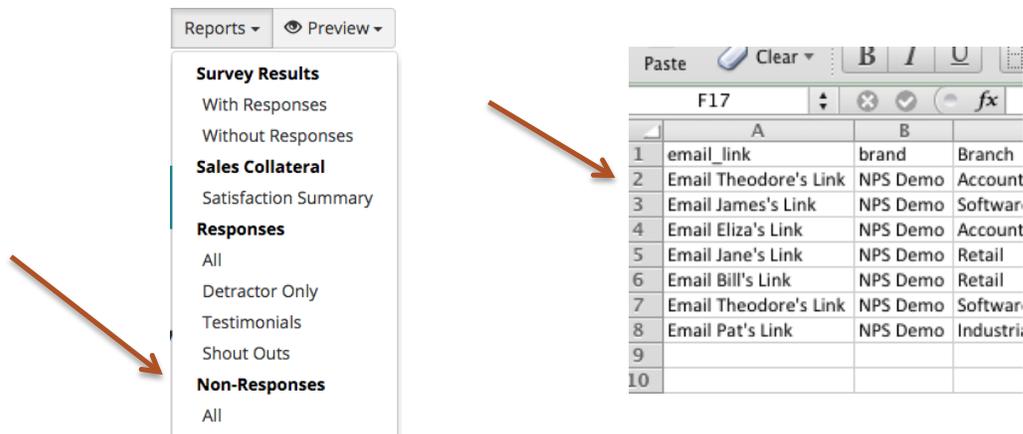


HOW TO RESEND A SURVEY LINK TO YOUR CONTACT

Copy & paste link into an email

- Log into my.inavero.com and select the **Active** survey you would like to send reminders for.
- Download the non-response list from the report menu at the top right of the page labeled Reports
- Open the .csv file and click in the first column. An automated message will populate into your email system with the contacts unique survey link. The email will contain a pre-populated message which you can edit as needed.



- If your email settings do not allow you to use the “one-click” method to resend the link, you can copy and paste their survey link from the same spreadsheet. Copy and paste the link into a short email to the client whose name appears on the same line, asking them to take a minute to provide their feedback. The survey link looks like this:

The image shows a spreadsheet with columns O, P, and Q. Column O contains survey names like 'Quarterly Survey 4'. Column P contains unique survey links starting with 'https://t.inavero.com/tevm...'. Column Q contains contact names like 'Pan Ar' and 'Pets.c'. An arrow points to a link in column P.

PLEASE READ! each link is unique to the person showing on the same line. **DO NOT reuse the same link for multiple contacts.** The survey attached to each link will only record one completed response and is recorded for the person whose name appears on the same line in the non-response sheet, regardless of who you send it to.