



Testing, Testing 1, 2, 3...

It's time for another SoGoSurvey Tip of the Month!

The school year is coming to a close and students across the country are studying for final exams, writing papers, and scrambling to be as prepared as possible for the big day.



Think about this preparation in light of your surveys. You, like these students, should spend time preparing your survey initiatives for their big day: deployment day! **Make sure you prepare the best way possible, and send TEST INVITES.**

DEFINITION: Test Invites is a feature that allows users to send "draft surveys" for the purpose of reviewing survey content, design and delivery.

FACT: Responses collected to test invites are **not** recorded.

Q: What does this mean for the survey creator?

A: After sending test invites, test responses are not aggregated into the results and the survey is **still** *editable*.

USE: Access Test Invites on the Launch a Survey tab.

Customize Invitation Invite via Email Offline Invites Distribution Report Customize Reminder Remind via Email List Manager										
										Send Test Invites
	Survey Title	Start Date	End Date	Status	Invites	Delivered	Completed Responses	Incomplete Response	Response Rate	Email Read
<input type="checkbox"/>	Employee Satisfaction w/ Management	--	--	Edit	0	0	0	0	0.00%	0.00%
<input checked="" type="checkbox"/>	Employee wellness survey	6/14/10	5/6/20	Active	101	101	65	0	64.36%	65.35%
<input type="checkbox"/>	Employee Satisfaction Survey 2010	--	--	Edit	0	0	0	--	Common Survey	Common Survey

Send Test Invites: Airline Survey

THIS IS A TEST INVITE. DO NOT USE THE LINK FROM THIS FOR YOUR ACTUAL SURVEY DEPLOYMENT.

Step 1: Select Invitation Format and Options (Step 1 of 6)

Select Format of Invitation:

- Link in HTML email (Customize your email using various HTML features. [See more](#))
- Link in Plain Text email (Lets you send your email invite with simple text. [See more](#))
- Survey embedded in HTML email (Embed the first page of the survey within the body of an HTML email. [See more](#))

NOTE: This feature is not available with Test Invites.

Use 'Mail Merges' in the email invite? Yes No

'Pre-Populate' your survey? Yes No

Apply 'Touch Rules' to your survey? Yes No

1. Select Invitation Format & Options
Allows you to select the format for your email and use additional options in the invitations.

2. Select source of email addresses
Select the source of email addresses from the available options.

3. Apply-Touch-Rules
Allows you to filter the participants for your survey based on demographic criteria you specify - to avoid over-surveying a particular group of people.

4. Edit/View Message
Customize and view the email message.

5. Pre-Populate Survey
Allows you to pre-fill certain survey responses with information you already have about the respondent. This feature is available with 'Private with Unique Key' survey type only.

6. Send/Schedule Invitations
Send the invites now or Schedule them for a later date and time.

[Cancel](#) [Next >](#)

PURPOSE:

- After receiving responses to a survey, you **will** be able to change the survey's existing content, but you **will not** be able to add answer options, add questions, rearrange questions/pages, modify branching, and so forth.
Example: You discover after survey responses are received that your survey contains a misspelled word and is also missing several answer options. You **can** alter the spelling of that word, but you **cannot** add another answer option to the question.
- "Work-around" solutions to fix survey mistakes can be time-consuming and costly.
- Every survey your organization launches is a public relations opportunity. Be sure to always look your best!