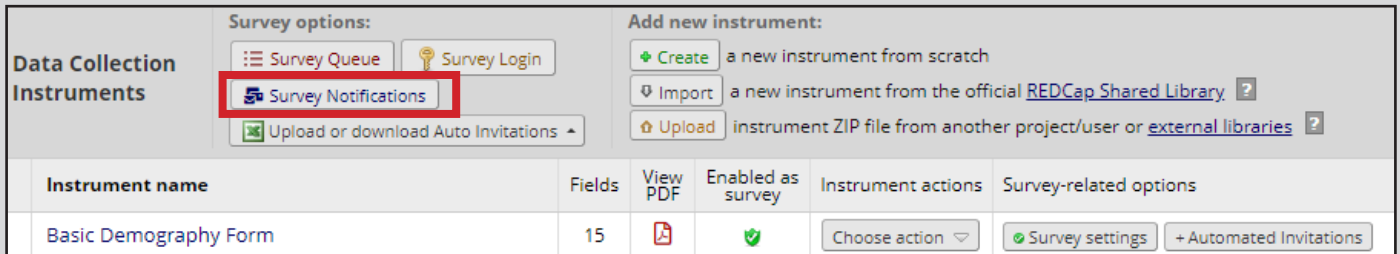


Survey Notifications

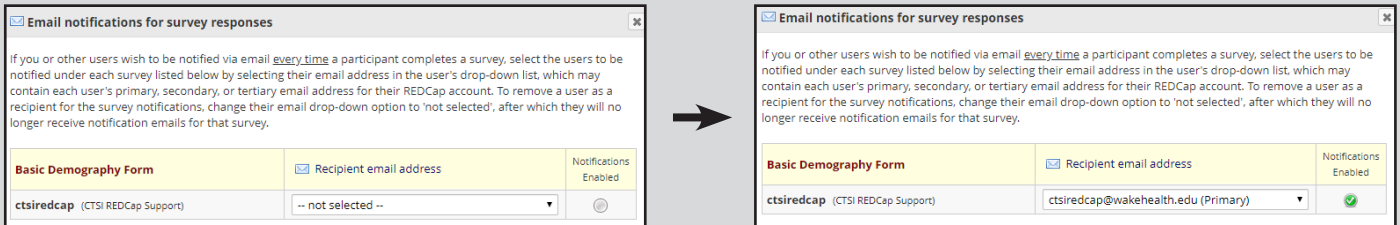
Survey Notifications allow users on the project to be notified when a participant completes a survey.

Step 1: Click "Survey Notifications" in the Online Designer tab.



Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Basic Demography Form	15			Choose action ▾	Survey settings + Automated Invitations

Step 2: Designate an email that the message will be sent to.



When participants complete the survey, an automatic email will be generated with the message below:

[This message was automatically generated by REDCap]

A respondent completed your survey titled "**Basic Demography Form**" on **12/13/2019 3:21pm**.
You may [view their responses here](#).

UPCOMING EVENTS

BASICS CLASS

Wednesday, February 12th from 2 – 3:30pm

ADVANCED CLASS

Thursday, January 23rd from 9 – 10am
Tuesday, February 25th from 2 - 3pm

Please complete a service request form to register for a REDCap class.

OFFICE HOURS:

Bailey Power Plant, CTSI Offices, 4th floor

8am – 11am

Thursday, January 9th

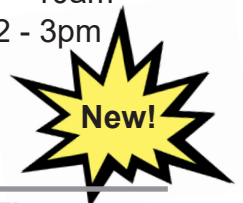
Thursday, February 13th

Meads Hall, CTSI Suite, 1st Floor

1:30pm – 4:30pm

Wednesday, January 22nd

Wednesday, February 26th



No appointment necessary