

# Only Send Reminder to Respondents Who Have Partially Completed Your Survey

Alchemer Reminder messages automatically send to contacts with a response status of Partial or Not Started. If you would like to send a reminder **only** to contacts with the Partial status, use the workaround described in this article.

Looking to send out an Email Campaign Reminder only to respondents who have partially completed your survey? We get this request from time to time. While we don't currently have a built-in option to achieve this, you can do so with this workaround.

## Step 1: Export a List of Partial Respondents

To get started, you're going to need to export some data about who your partial respondents are. To do so, go to the **Share** tab and find your Email Campaign. Under the **Contacts** step scroll to the bottom and click the link to **Export Contacts with Send Status**.

The downloaded export, which we often refer to as the status log, will give you all of your contacts, including those who have completed a response, those who have partially completed a response and those who have not started a response. Sort your spreadsheet by the **Response Status** column and delete all contacts who have a value of Complete or a value of **Not started** in this column. This will give you a list of all of your respondents who have partially completed the survey!

	A	B	C	D	E	F	G	H	I	J	K
1	Email	First Name	Last Name	Response Status	Contact Status	Initial Send Status	Initial Sent On	Reminder 1 Sent	Reminder 1 Sent On	Invite Link	Response ID
2	Jane@email.com	Jane	Doe	Partial	Active	Click	#####	Sent	#####	http://s-0a23	55
3	john@email.com	John	Doe	Partial	Active	Sent	#####	Click	#####	http://s-0a23	100
4	jack@email.com	Jack	Smith	Partial	Active	Click	#####	Sent	#####	http://s-0a23	63
5	george@email.com	George	Garcia	Partial	Active	Click	#####	Sent	#####	http://s-0a23	32
6	julia@email.com	Julia	Rodrigues	Partial	Active	Click	#####	Sent	#####	http://s-0a23	35
7											

You're going to upload this export to a new Email Campaign, but before doing so you can get rid of unnecessary fields. At a bare minimum, you need the following data to create your reminder campaign:

- Email address
- Invite Link
- Any contact data that you wish to use in the Email Campaign e.g., First Name, Last Name, etc.

## Step 2: Customize New Email Campaign Invite Message as Reminder

Next, create a new Email Campaign in your survey. In the **Campaign Designer**, edit the message to

read like a reminder message. We recommend putting [Reminder] in the subject line and adding some text to encourage your partial respondents to complete their response.

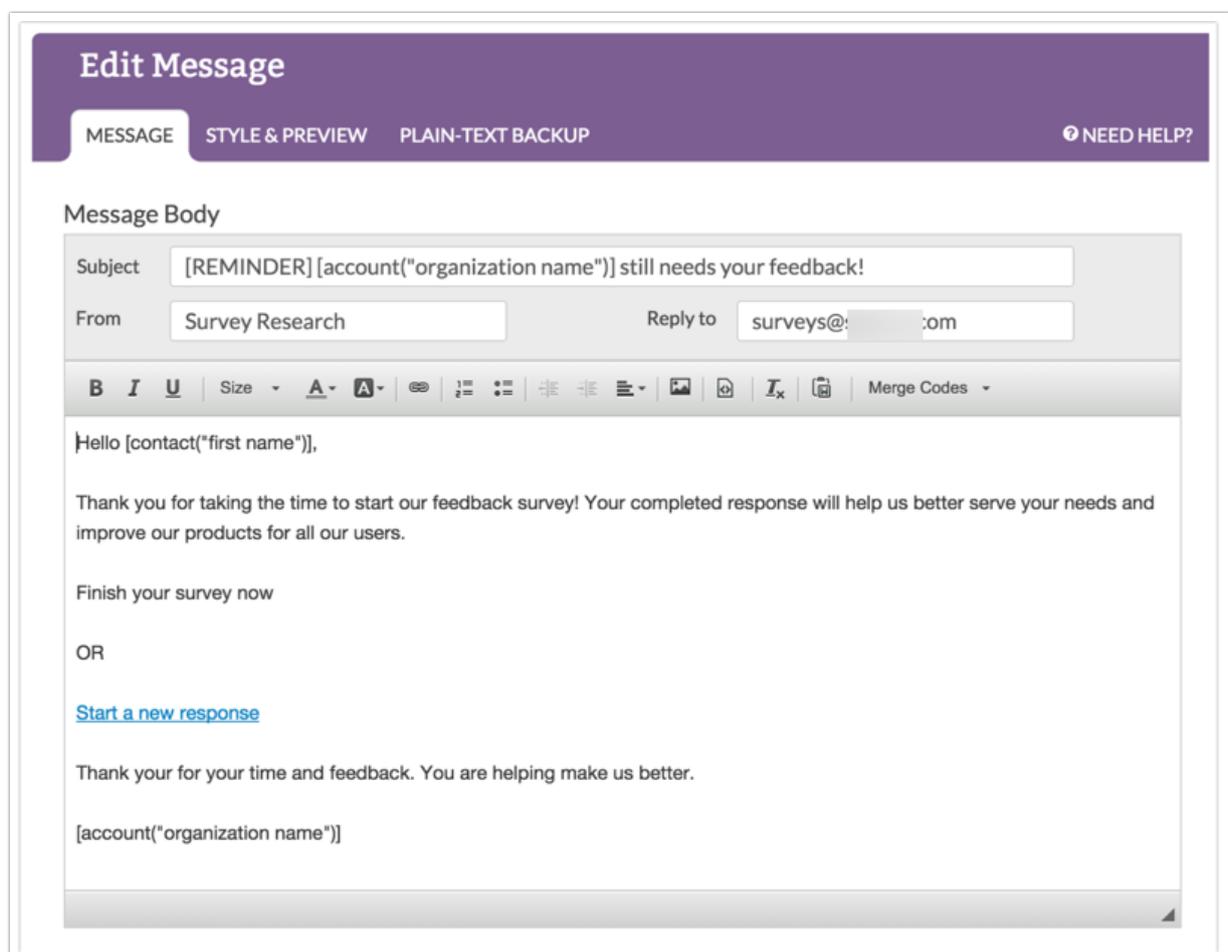
As you can see from our example message, we're giving the respondent two options:

1. Complete their partial response

OR

2. Start a new response. *(Want to learn how to customize the text of your link? Check out our tutorial on Customizing the Email Campaign Link Text to learn how!)*

By including the original invite links in our upload, we'll be able to provide respondents with a link that will return respondents to the same response. We'll need to return to this message later to add the invite links.



The screenshot shows the 'Edit Message' interface with a purple header. Below the header are tabs for 'MESSAGE', 'STYLE & PREVIEW', and 'PLAIN-TEXT BACKUP', along with a 'NEED HELP?' link. The 'Message Body' section contains a form with the following fields:

- Subject:** [REMINDER] [account("organization name")] still needs your feedback!
- From:** Survey Research
- Reply to:** surveys@[account("organization name")].com

Below the form is a rich text editor with a toolbar containing icons for bold, italic, underline, font size, text color, background color, link, unlink, bulleted list, numbered list, indent, outdent, image, video, link icon, unlink icon, and a 'Merge Codes' dropdown. The message body text is as follows:

Hello [contact("first name")],

Thank you for taking the time to start our feedback survey! Your completed response will help us better serve your needs and improve our products for all our users.

Finish your survey now

OR

[Start a new response](#)

Thank you for your time and feedback. You are helping make us better.

[account("organization name")]

### Step 3: Upload List of Partials as Your Email Campaign Contacts

In the **Contacts** step of your new Email Campaign, upload your list of partials you created in step one. The **Invite Links** field from your original email campaign should be mapped to one of the **Invite Custom Fields**. (Make note of which field you are mapping it to; you'll need this in the next step.) Map the rest of your contact fields as you normally would.

Partials Only

1 Upload File 2 Map Fields 3 Results

Match the columns in your uploaded file to the [redacted] contact fields.

Column Header	First Row of Data	Field that it maps to in [redacted]
Email	bri.hillmer@[redacted].com	Email
Invite Link	http://s-a289cf-[redacted]/i-41765621-1136302?sguid=41765621	Invite Custom Field 1
Organization		(Skip)

## Step 4: Add the Original Invite Link in Your Message

Once you have uploaded your contacts (and made note of which field you used to store the original Invite Link information), return to the **Campaign Designer** and edit your reminder message. Below the option you are giving your respondents to finish their survey insert the merge code for the custom field where the original Invite Links are stored. Click **Save Message** when you are finished.

**Edit Message**

MESSAGE STYLE & PREVIEW PLAIN-TEXT BACKUP NEED HELP?

**Message Body**

Subject [REMINDER] [account("organization name")] still needs your feedback!

From Survey Research Reply to surveys@[redacted].com

**B I U** Size **A-** **A+** Merge Codes

Hello [contact("first name")],

Thank you for taking the time to start our feedback survey! Your completed response will help us better serve your needs and improve our products for all our users.

Finish your survey now: [invite("custom 1")]

OR

[Start a New Response](#)

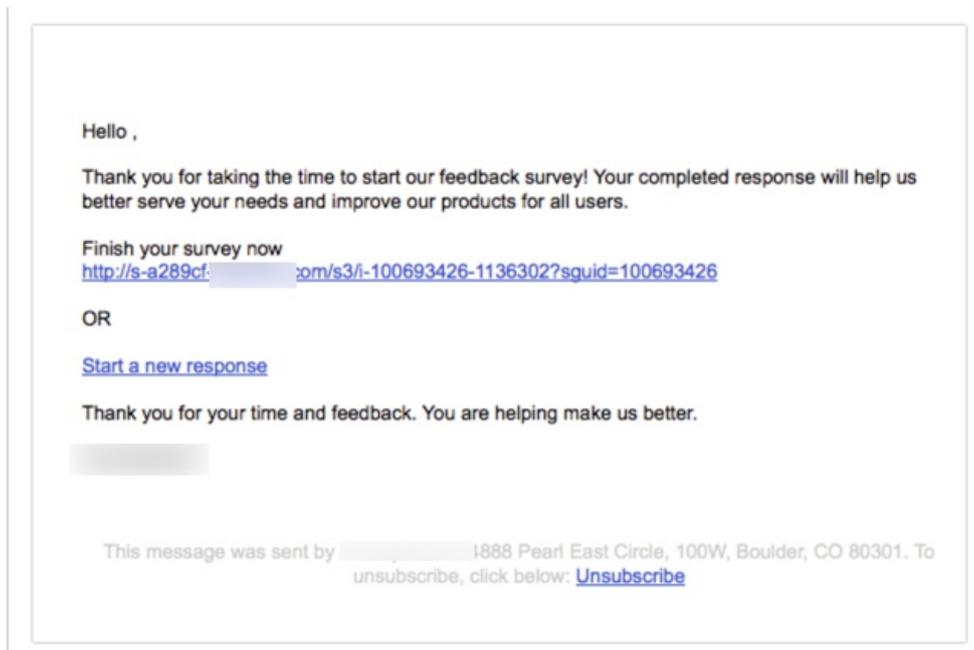
Thank you for your time and feedback. You are helping make us better.

[account("organization name")]

Never Mind Save Message

## Step 5: Send Out Your New Reminder Campaign

Now you are ready to send out your reminder to your partial respondents. To do so, go to the **Send Campaign** step and click **Send Now**. The resulting email will look like the below email.



## Considerations

There are several things to consider when using this workaround.

- If you follow the above steps you will have 2 links in the email. You can choose to exclude the original Invite Link if you wish but the default invite link cannot be removed.
- Because both the original Invite Link and new Invite Link will be included in the reminder message, you may receive duplicate responses from respondents. It's pretty easy to de-duplicate as you will have data regarding which contacts recorded duplicate responses.

Related Articles