

Create Unique Links to Invite by Other System

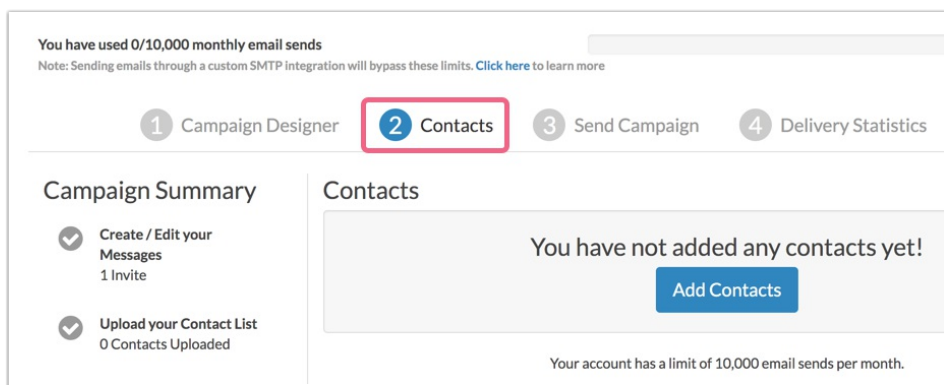
Because Alchemer Email Campaigns create unique links for each contact there are a number of benefits to using email campaigns to share your survey including respondent tracking, built-in duplicate protection, and save and continue. If you are looking to take advantage of each of these benefits but wish to send out invites through another system, you can do so! Keep reading to learn how.

Setup

First thing's first, you will need a spreadsheet of all of your contacts with their email address and any other contact information you wish to include.

Next, you'll want to start by creating an Email Campaign and uploading your list of contacts. To do so:

1. Go to the **Share** tab and click **Send via Email Campaign**.
2. Next, access the **Contacts** screen of the campaign.



3. On the **Contacts** tab click **Add Contacts > Upload a Spreadsheet** and select the spreadsheet with your contacts. Click **Continue**.
4. On the **Map Fields** page, map the data in your spreadsheet to the contact fields within Alchemer. To create a unique link for each contact all you will need is the email address. If you wish to bring in other contact information to use in the survey you can do so. When you are finished mapping scroll to the bottom of the page and click **Save Fields**.

1 Upload File
 2 Map Fields
 3 Results

Match the columns in your uploaded file to the contact fields.

Column Header	First Row of Data	Field that it maps to in
Email	jane.smith@company.net	Email
First Name	Jane	(Skip)
Last Name	Smith	(Skip)

[Continue](#)

This will bring you back to the **Contacts** tab where you will see your contacts once they are uploaded. For each contact Alchemer will have generated a unique link to the survey. Now you'll want to obtain these unique survey links.

- To obtain the unique links, scroll to the bottom of the **Contacts** page and click the link to **Export Contacts with Send Status**. Once it is downloaded, open the spreadsheet and find the **Invite Link** column. These are the unique survey links that are generated for each contact. It is important to note that each invite link is associated with the email address in the same row.

6		
7	Email	Invite Link
8	jane.smith@company.net	https://s-bcd319-i-...com/s3/i-...
9	tom.jones@company.net	https://s-bcd319-i-...com/s3/i-...
10	steve.smith@company.net	https://s-bcd319-i-...com/s3/i-...
11	mary.may@company.net	https://s-bcd319-i-...com/s3/i-...
12		
13		
14		

With this information you can now do a mail merge into another system to invite your contacts to participate in your survey! Once responses start to roll in you can re-export your status log to determine who has responded to your survey. For each email address you uploaded you will have a Response status of Not started, Clicked, Partial, or Complete.

6		
7	Email	Response Status
8	jane.smith@company.net	Not started
9	tom.jones@company.net	Partial
10	steve.smith@company.net	Complete
11	mary.may@company.net	Complete
12		
13		
14		

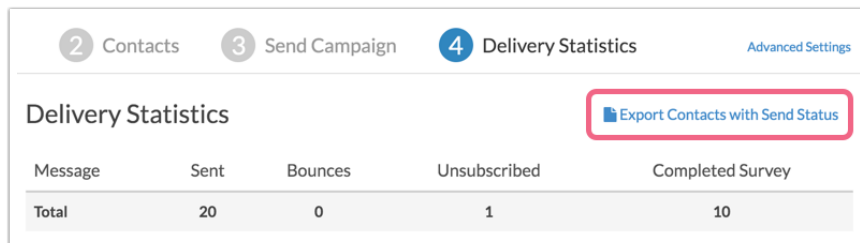
Send Reminders Via Another System

If you've chosen to send out invites via another system you might think that you don't have the option to send reminders. Don't fret! To send a reminder you'll first need to figure out which

contacts are eligible for reminders.

In the Alchemer system all contacts who have not completed the survey are eligible to receive a reminder.

1. To obtain this information go to the Delivery Statistics step of the Email Campaign that you created to generate your unique links and click **Export Contacts with Send Status**.



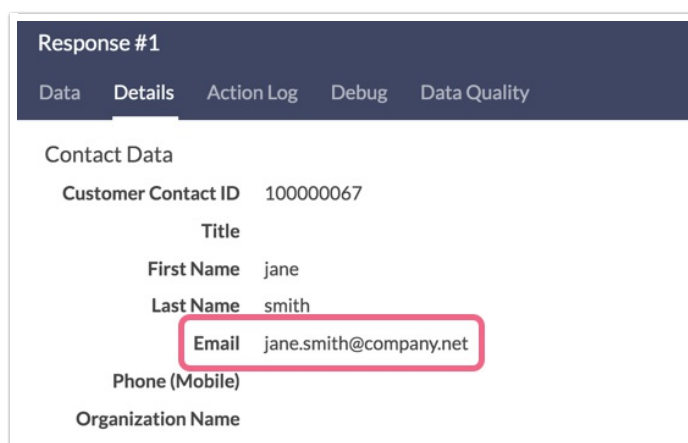
2. Download and open the spreadsheet. Sort your spreadsheet by the **Response Status** column. All contacts with either a *Not Started* or *Partial* Response Status have not completed your survey and thus can be sent a reminder. With this information you can now do a mail merge into another system to remind your contacts to participate in your survey!

Pairing Responses with Email Addresses

One of the primary reasons you might use unique links from our Email Campaigns is that it gives you the ability to pair each email address with the response once you've collected data. Below we'll cover the various ways you can do so.

Individual Responses

Within each individual response, found under **Results > Individual Responses**, on the **Details** tab you will see the **Email** listed under the **Contact Data** section.



Status Log

On the **Contacts** and **Delivery Statistics** sections of the Email Campaign you used to generate your unique links, click the option to **Export Contacts with Send Status** to export your status log. Once

responses start coming in the **Response ID** column of your Status Log will populate. The Response ID can be used to find the response for each email address you sent your survey to in both an Export and Individual Responses.

Invite Link	Response ID	Customer Co
http://s-c5133e-i. .c		41765621
http://s-c5133e-i. .c		42498415
http://s-c5133e-i. .c		100524913
http://s-c5133e-i. .c	1	100524914
http://s-c5133e-i. .c	2	100585592
http://s-c5133e-i. .c		100603297
http://s-c5133e-i. .c		100603298
http://s-c5133e-i. .c		100603299
http://s-c5133e-i. .c		100603300

CSV/Excel Exports

You can also pair the full response with each email address in an Export. To do so (once your responses start rolling in), create a CSV/Excel Export and select the option to **Include Email Invitation & Contact Fields**.

Create a New CSV / Excel Export

Display Options

- Include Email Invitation & Contact Fields
- Include URL Variables
- Include Survey Campaign Data
- Include Action Data
- Include Sentiment Score Data

[Download All Data Now!](#) [Never Mind](#) [Create Report](#)

Related Articles