

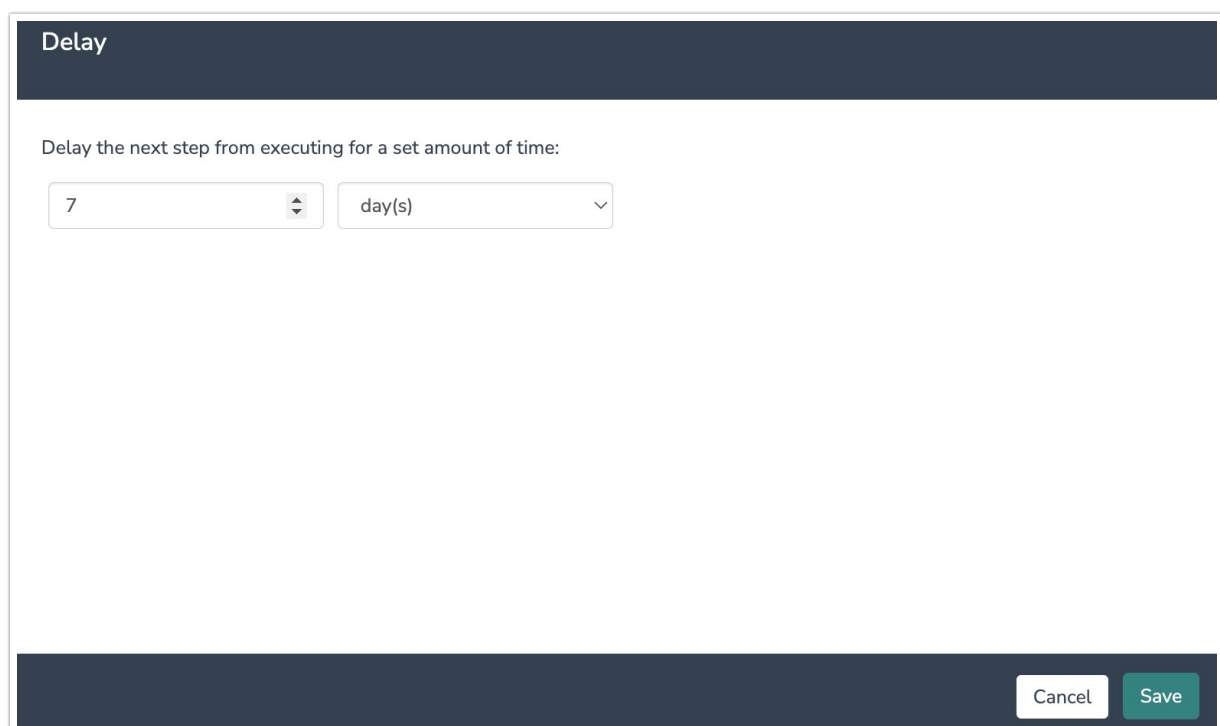
# How to Schedule Reminders in Alchemer Workflow

Sometimes Alchemer Workflow users require multiple respondents to participate in the workflow in a linear way (or a series of responses from the same respondent). This is common for approval workflows. When a workflow user sends a survey invitation, they often need to remind the survey taker to complete the survey, so the workflow isn't stalled.

## Scheduling Reminders in Alchemer Workflow

Depending on your use case, there are a few different approaches to scheduling reminders through Alchemer Workflow, here is one example:

1. Add a delay step and specify when you would like the reminder to go out after the initial survey invite was sent.



The screenshot shows a configuration window titled "Delay". The instruction reads: "Delay the next step from executing for a set amount of time:". Below this, there is a numeric input field containing the value "7" and a dropdown menu set to "day(s)". At the bottom right of the window, there are two buttons: "Cancel" and "Save".



2. Add an If/Else logic block after the survey step that you'd like to send the reminder for. Click add condition.

3. Select the survey you'd like to use for your If/Else logic block.

### Edit If/Else Logic

Select step and then set the logic

#### Step Name

#1 Customer Feedback Survey  

[Add Another Step](#)



[Cancel](#) [Save](#)

4. Select "Response Status" as your condition then select "is one of the following" as your operator and "Not Started" as your status.

### Logic Builder

#### Logic Conditions

[Remove All Logic](#)

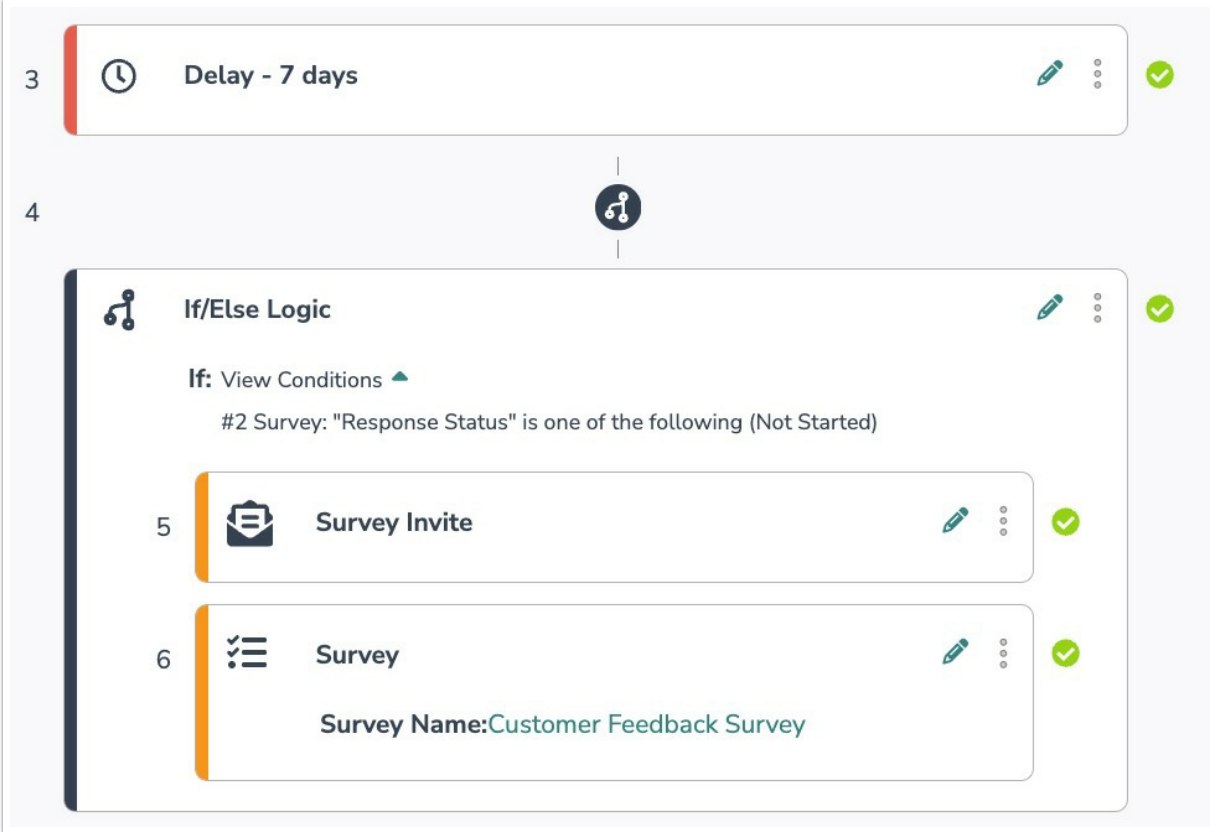
Response Status  is one of the follow 

- Complete
- Partial
- Disqualified
- Deleted
- Not Started

[+ Add Condition](#) [+ Add Group](#)

[Cancel](#) [Save Logic](#)

5. Drag steps inside the logic block that will trigger if the conditions are met. In this example, we are sending a reminder survey invite and survey.



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