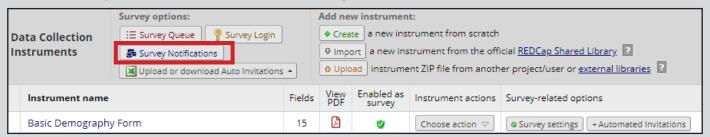


Survey * Notifications

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.



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

☑ Email notifications for survey responses		×	☑ Email notifications for survey responses		
If you or other users wish to be notified via email <u>every time</u> a participant completes a survey, select the users to be notified under each survey listed below by selecting their email address in the user's drop-down list, which may contain each user's primary, secondary, or tertiary email address for their REDCap account. To remove a user as a recipient for the survey notifications, change their email drop-down option to 'not selected', after which they will no longer receive notification emails for that survey.			notified under each survey listed below by selecting contain each user's primary, secondary, or tertiary	very time a participant completes a survey, select the use their email address in the user's drop-down list, which email address for their REDCap account. To remove a semail address for their REDCap account. To remove a semail drop-down option to 'not selected', after which the semail drop-down option to 'not selected'.	ch may user as a
Basic Demography Form	⊠ Recipient email address	Notifications Enabled	Basic Demography Form	☑ Recipient email address	Notifications Enabled
ctsiredcap (CTSI REDCap Support)	not selected •	0	ctsiredcap (CTSI REDCap Support)	ctsiredcap@wakehealth.edu (Primary)	②

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

ADVANCED CLASS

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

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