



Survey Administrator's Manual: Using user configurable parameters when sending out questionnaires

At EasyGoingSurvey.com we've designed a system that allows for identifying and monitoring survey participants when the mailing of the survey is carried out through the "**From your e-mail**" option.

Until now, the participants received an e-mail with a link to the survey when using this method, like the following:

<http://www.easygoingsurvey.com/RespWeb/Qn.aspx?EID=XXX>

XXX represents the parameter that identifies the survey being sent. For example, with the "EasyGoingSurvey Client Satisfaction" survey, the system generates a link with the parameter EID=719825. The participants of this survey will receive the following link:

<http://www.easygoingsurvey.com/RespWeb/Qn.aspx?EID=719825>

As of now, the administrator can take advantage of two additional parameters that have been created to help identify the participants when sending the survey from the "From your e-mail" option. These parameters are the following:

CustID: User Identification (For example, identifies individual clients)

ShipID: Mailing Identification (For example, identifies the mailing number)

Both parameters are alphanumeric and **should be configured and sent by the Administrator** according to their own specifications.

We've provided the following example to further your understanding of this new feature:

<http://www.easygoingsurvey.com/RespWeb/Qn.aspx?EID=719825&CustID=1&ShipID=2>

By looking at this link, we see that it corresponds to the "EasyGoingSurvey Client Satisfaction" survey (survey id: EID=719825), will be sent to Client 1 (User identification: CustID=1), and was sent in the second mailing (mailing identification: ShipID=2).

For better understanding, combinations with text values can also be included in the parameters, such as:

<http://www.easygoingsurvey.com/RespWeb/Qn.aspx?EID=719825&CustID=David&ShipID=RepeatUsers>

In this case, we observe that the link corresponds to the "EasyGoingSurvey Client Satisfaction" survey (EID=719825), it will be sent to the user, David (CustID=David), and that the mailing was sent under the name of "RepeatUsers" (ShipID=RepeatUsers).

The CustID and ShipID parameters are collected with the survey results and, consequently, are saved in a database. You will be able to find them in the detailed report of individual questionnaires and/or in the detailed format of exported survey results. In both options, they're identified in the following manner:

- CustID parameter for user 1
- ShipID parameter for user 2