



Emailing your EGSS surveys

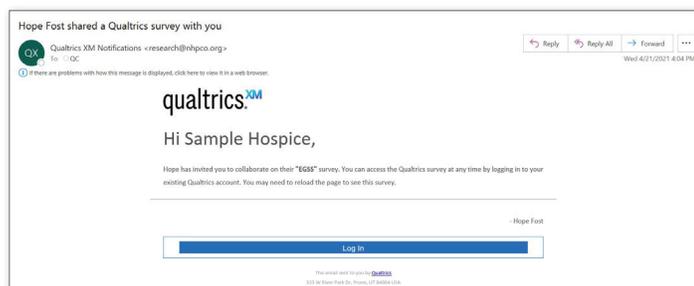
Version 1.1 / 6.15.21

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If you intend to send EGSS via email, please email egss@nhpco.org to request an EGSS administrator account.

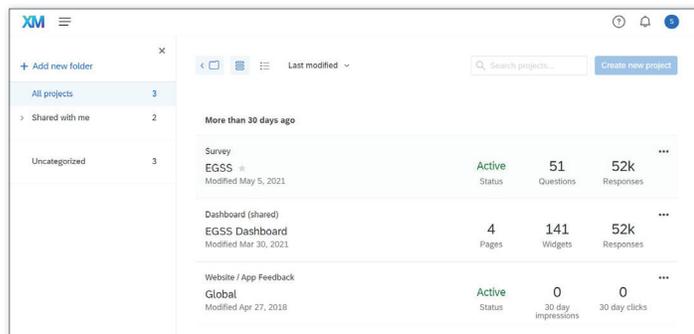
Once added as an EGSS administrator you will receive an email like the one below:



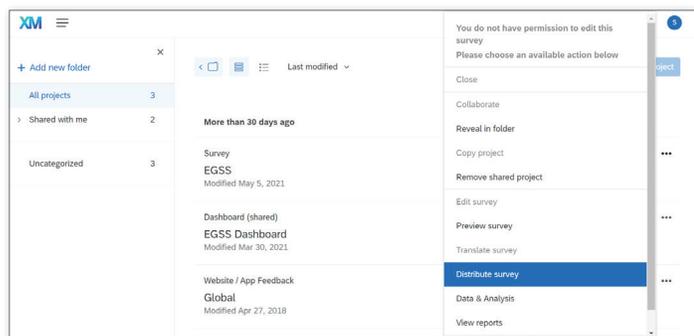
Select Log In.

Your Username will be the email that was submitted above. The Password in **EGSSAdmin2021**

Select the 3 dots to the right of the EGSS project.

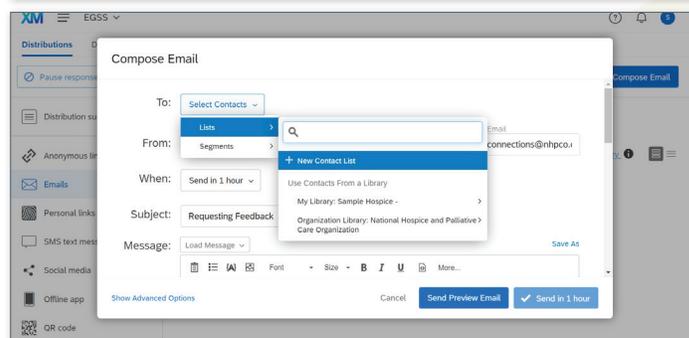
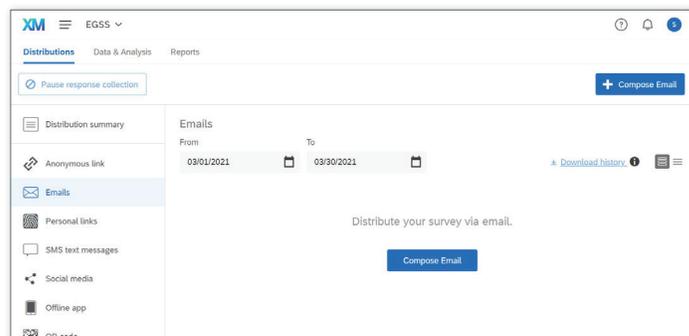


Select "Distribute Survey"



Select "Email" on the left-hand column

Select "Compose Email"



Click on the drop down labeled "Select Contacts"

Select "Lists"

Select "+ New Contact List"

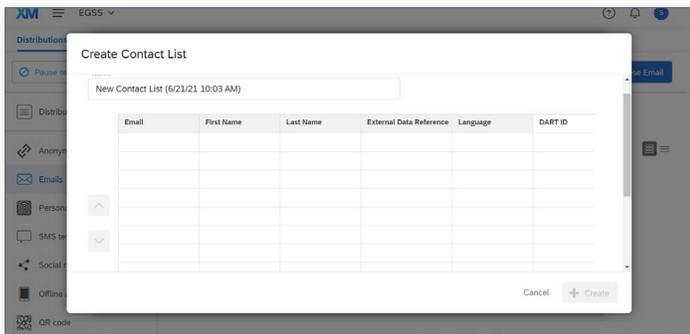
Create a name for your contact list. Be sure the name has your Hospice's name and the date it was created so that you can easily find it later if needed.

*****IMPORTANT***** Click the green "+" next to "Language" and enter "orgid". Insert your DART ID in the column next to each recipient. This is critical so that your organization will receive the feedback from the survey taker.

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Add contacts email, first name, last name, **your organization's DART ID**



Select "+ create"

Edit the "From" fields to your preferences

Include a Subject

Include email body: Suggested text:

Dear \${e://Field/RecipientFirstName},

We hope that **(insert hospice name)** grief support services have been of benefit to you. We continue to be available to you at any time.

We would greatly appreciate your completion and return of the enclosed evaluation. Your feedback is very important and assists us with the continual improvement of our services. We ask you to focus on the role our grief support services played in the past year since the death of your loved one. We would like to know what you have to say, even if we played only a minor role in adjustment after your loss. Your participation in this effort is voluntary and will not affect any services you may receive from us in the future.

It should take about 10 minutes to answer the questions in the survey. If you have any questions or desire additional information or support, please don't hesitate to contact me at **xxx-xxx-xxxx**.

Follow this link to the Survey: \${l://SurveyLink?d=Take the Survey}

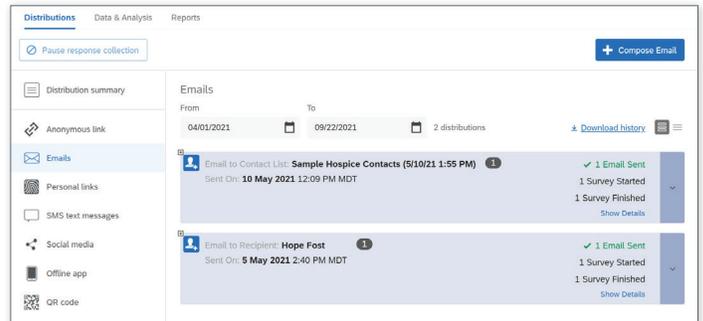
Or copy and paste the URL below into your internet browser: \${l://SurveyURL}

Sincerely,

(Insert Name), (Insert Title), (Insert Hospice)

Select "Send"

You can track the emails on the email landing page:

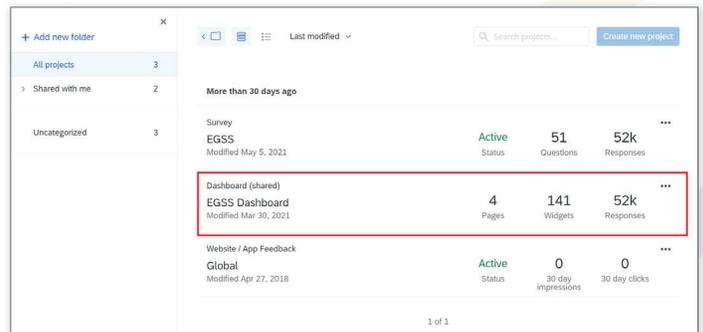


How to see your Results:

Return to the home XM page

Be sure that "All projects" is selected on the left hand column

Select "EGSS Dashboard"



Along the top of the screen select "EGSS Report" and filter by your organization's Dart ID

