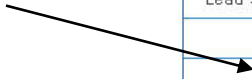


Creating Customized Thank you email to send to customers when submitting your survey:

To create a customized Thank you email to be sent to customers when they fill out your iLead Survey:

1. Log into iLead.
2. **Click Surveys.**
3. **Click Manage Surveys.**
4. **Click Edit on the survey name** you want to add customized Thank You email.
5. The Edit Survey window displays.
6. **Scroll down to the Email field.**
7. **Double click** in the email field.
8. The Manage Emails window displays. (Refer to next page.)



Edit Survey

Survey ID	<input type="text" value="307"/>
Survey Name	<input type="text" value="Thatsbiz"/>
Survey Description	<input type="text" value="Leads from website"/>
Survey Disclaimer	<input type="text"/>
Survey Heading	<input type="text"/>
Total Bids	<input type="text" value="1"/>
Lead Staleness	<input type="text" value="3"/>
DID	<input type="text"/>
Email	<input type="text" value="..."/>
Lead Type	<input type="text" value="Website leads"/>
Lead Category	<input type="text" value="Both"/>
Auto Assign Hot Transfer	<input type="text" value="No"/>
Send to PSCRM	<input type="text" value="Yes"/>
Allow Callbacks	<input type="text" value="No"/>
Auto Proof	<input type="text" value="Yes"/>
Survey Destination	<input type="text" value="Lead"/>
Display Rank Numbers	<input type="text" value="No"/>
Enable Dialer	<input type="text" value="No"/>
Upload Header	<input type="text"/> <input type="button" value="Browse..."/>
Upload Footer	<input type="text"/> <input type="button" value="Browse..."/>
Upload Redirect Page	<input type="text"/> <input type="button" value="Browse..."/>
OR	
Redirect Location	<input type="text"/>
<input type="button" value="Manage Flights"/>	

To create a customized Thank you email to be sent to customers when they fill out your iLead Survey (Continued):

- 9. **Select the message** from the Email drop down menu.

Manage Emails

Email	Thankyou survey
CC:	Survey Lead Assign
BCC:	Manual Proof Lead Notification
From:	Lead Info Affiliate Set
Type:	Unassigned Email
Subject:	Reminder (Survey)
Body	Lead Attachment Affiliate Set - Survey

Save **Exit**

- 10. **Enter the From email address** (person receiving a copy the email).
NOTE: This field is critical; if left blank the email will not be sent.
- 11. **Select the Type** from the Type: drop down menu.
Choices are: Text, HTML or GoldMine. Recommend you select Text.
- 12. **Enter a subject** for your customized email.
- 13. **Enter the text in the Body** window you want sent to receiver of the email.
- 14. **Click Save.**

Manage Emails

Email	Thankyou survey
CC:	
BCC:	
From:	hsomers@promero.com
Type:	Text
Subject:	Thank you for your interest.
Body	Thank you for your interest. You will be contacted shortly by a member of our sales team.

Save **Exit**