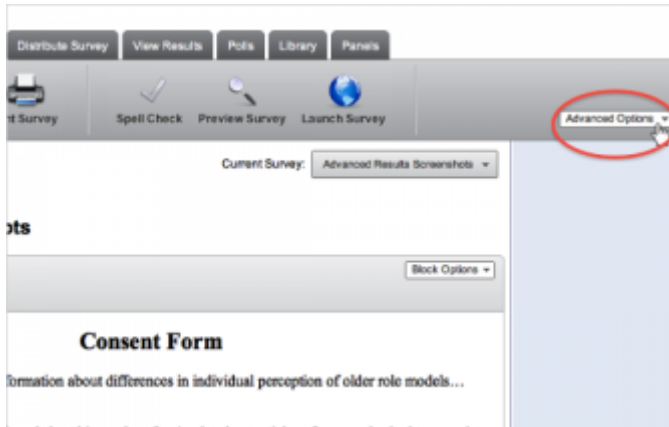


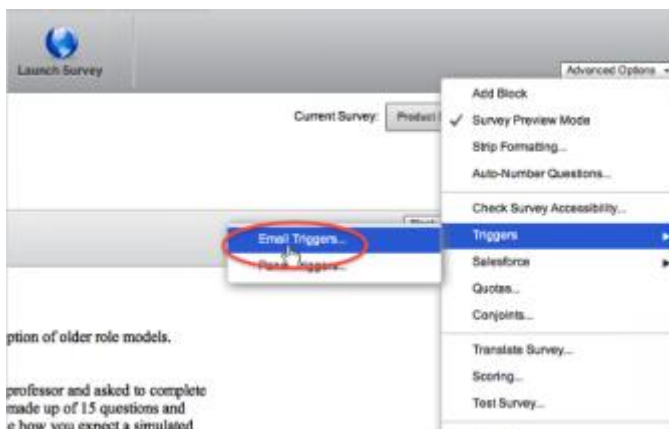
Qualtrics can alert you when a specific action takes place in your survey. The email trigger feature is useful when you want alerts every time a participant completes the survey and answers questions in a specific way.

To set up an Email Trigger:

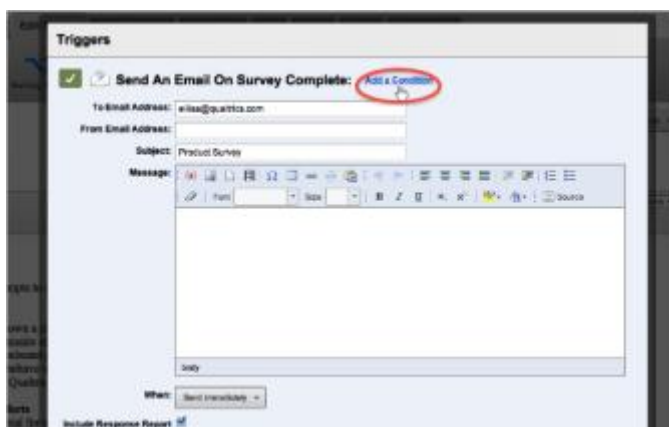
1. On the gray toolbar, select **Advanced Options**.



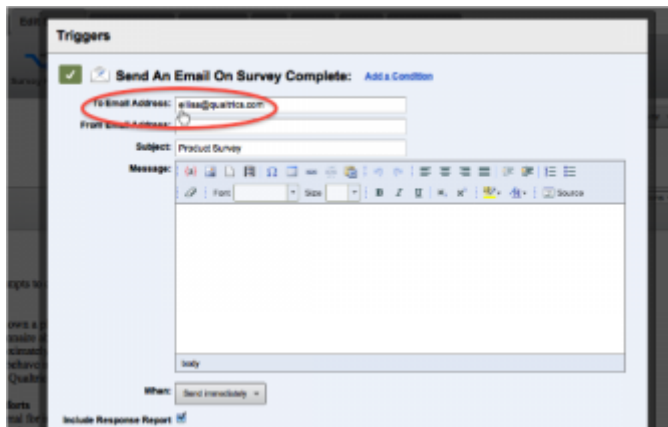
2. Select **Triggers**, and choose **Email Triggers**.



3. By default, the email trigger will be sent any time a participant completes the survey. Optionally, click on **Add a Condition** to set the trigger to send when the survey is completed AND a condition is met.

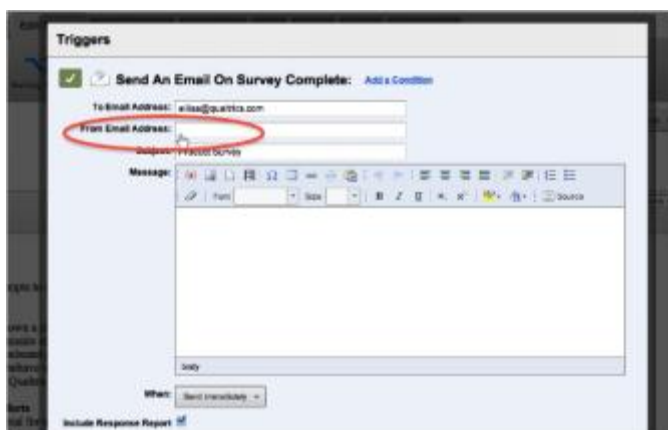


4. Fill in the **To Email Address** form with the recipients email address.



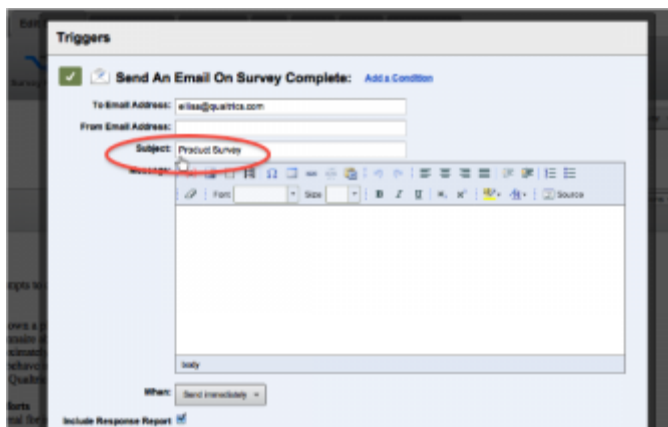
The screenshot shows the 'Triggers' section of the Qualtrics interface. A trigger is selected: 'Send An Email On Survey Complete: Add a Condition'. The 'To Email Address' field is highlighted with a red circle and contains the text 'e11as@qualtrics.com'. Below it, the 'From Email Address' field is empty. The 'Subject' field contains the text 'Practicum Survey'. The 'Message' field is empty. The 'When' dropdown is set to 'Send Immediately'. The 'Include Response Report' checkbox is checked.

5. Fill in the **From Email Address** form. If left blank, a default Qualtrics email address will be used.



The screenshot shows the 'Triggers' section of the Qualtrics interface. The 'To Email Address' field contains the text 'e11as@qualtrics.com'. The 'From Email Address' field is highlighted with a red circle and is empty. The 'Subject' field contains the text 'Practicum Survey'. The 'Message' field is empty. The 'When' dropdown is set to 'Send Immediately'. The 'Include Response Report' checkbox is checked.

6. Type a **Subject** for your trigger.



The screenshot shows the 'Triggers' section of the Qualtrics interface. The 'To Email Address' field contains the text 'e11as@qualtrics.com'. The 'From Email Address' field is empty. The 'Subject' field is highlighted with a red circle and contains the text 'Practicum Survey'. The 'Message' field is empty. The 'When' dropdown is set to 'Send Immediately'. The 'Include Response Report' checkbox is checked.

7. Type a **Message** for your trigger, if desired.

The screenshot shows the 'Triggers' configuration window in Qualtrics. The trigger is 'Send An Email On Survey Complete'. The 'To Email Address' is 'e11aa@qualtrics.com', 'From Email Address' is blank, and 'Subject' is 'Product Survey'. The 'Message' field is highlighted with a red circle. Below the message field is a 'Body' field. At the bottom, the 'When' dropdown is set to 'Send Immediately' and the 'Include Response Report' checkbox is checked.

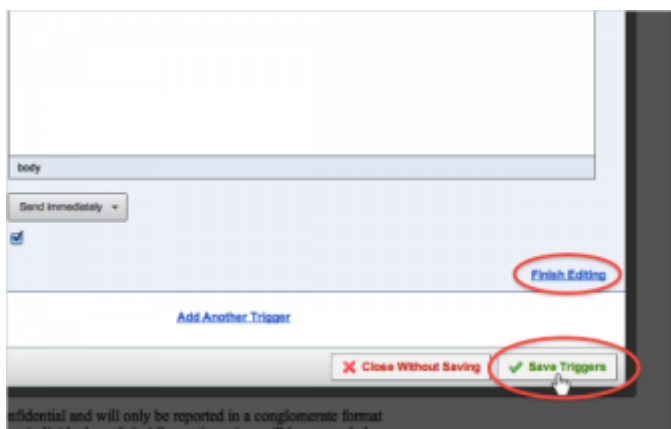
8. Choose **When** the triggered message will be sent. By default, it will **Send Immediately** after a respondent finishes the survey.

This screenshot is similar to the previous one, but the 'When' dropdown menu is highlighted with a red circle. The dropdown shows 'Send Immediately' as the selected option.

9. Choose whether or not to **Include a Response Report** with the email. By default, a response report showing all of the participant's answers will be sent.

This screenshot is similar to the previous ones, but the 'Include Response Report' checkbox at the bottom is highlighted with a red circle. The checkbox is currently checked.

10. Click **Finish Editing**, and **Save Triggers**.

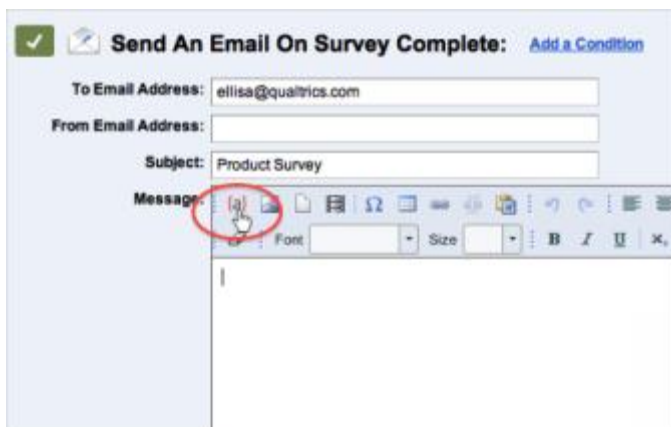


More Information

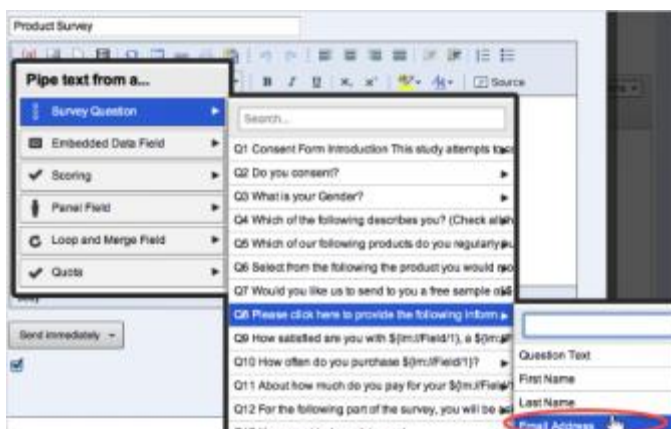
QTips

If you have asked the participant for their email address in the survey, you can use Piped Text code to have the email trigger sent to the respondent's email. To do this:

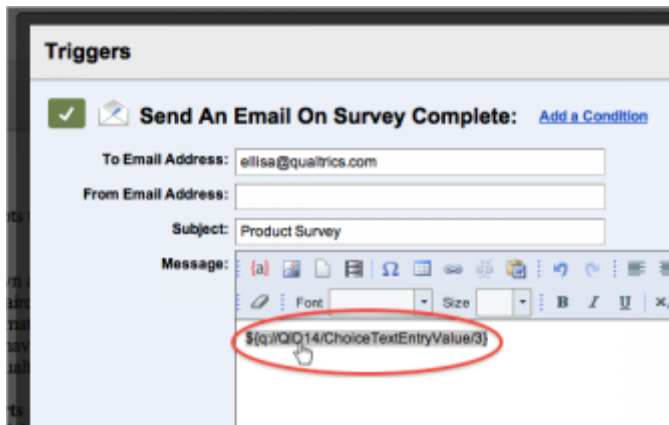
1. In the **Message** section of the trigger, click the **Pipe Text {a}** icon.



2. Select to pipe from the question used to collect the respondent's email address.



3. Cut (Ctrl+X) the pipe text code that is generated out of your message.



4. Paste (Ctrl+Y) the pipe text code into the **To Email Address** field of the trigger.

