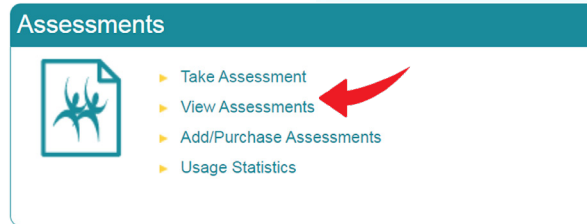


SEND EMAIL SPECIAL FEATURE

- From your account homepage, in the Assessments Box, click **View Assessments**.



- From the View Assessment page, locate the KeyCode you want to use then click **View Participants**.

Assessment	Purchased		KeyCode	Product ID	Available	Complete	Incomplete	
DISC Report	12/14/2022	<input type="checkbox"/>	72668-06AF9D	248	0	1	1	View Participants
DISC Personality Report	03/02/2017	<input checked="" type="checkbox"/>	34603-EDA41C	487	56	31	1	View Participants
PeopleKeys 4D Report	08/02/2016	<input type="checkbox"/>	31519-BB8A11	938	2	13	0	View Participants
The Sales Report	08/02/2016	<input type="checkbox"/>	31515-D6836B	873	9	1	0	View Participants
the DISC Report	06/16/2016	<input type="checkbox"/>	30925-0D9566	854	14	6	0	View Participants

- From the list, you can select the reports you want to print by checking the box associated with the participant(s) you want to include.

	Assessment Date	First Name	Last Name	Email	Status	?	D T V B W C M
<input checked="" type="checkbox"/>	8/19/2016	Carlton	Banks	carlton@belairgroup.com	Complete	●	● DISC (12/12)
<input checked="" type="checkbox"/>	8/8/2016	Kathy	Ireland	Kathy.Ireland@email.com	Complete	●	● DISC (12/12)
<input checked="" type="checkbox"/>	11/14/2016	Tonya	MacDoogie	tonya@macdoogie.com	Complete	●	● DISC (12/12)
<input type="checkbox"/>	8/9/2016	Peter	Parker	peter@webspinners.com	Complete	●	● DISC (12/12)
<input type="checkbox"/>	9/27/2016	Karyn	Thornhill	karyn@thornhill.com	Complete	●	● DISC (12/12)

Select: All, Green, Yellow, Red, Incomplete, None

With Selected: Print Reports, Send Email, Cycle Incomplete Assessments, Graph Comparison, Radar Graph

Options: Add Tally Scores

- Once your participants have been selected, look for **With Selected: Send Email**. Clicking this link will bring up the Send Email pop-up window.

The image shows a 'Send Email' pop-up window. It has a 'Subject' text field and a 'Body' text area. A red arrow points to the 'Subject' field, and another red arrow points to the 'Body' field. A third red arrow points to the 'Send' button at the bottom right.

- What you enter into the box under Subject will appear as the subject line of your email.

What you enter into the box under Body will appear in the main body of your email.

- Review your message before clicking the **Send** button.

An email from noreply@peoplekeys.com will be generated for each participant selected. Note that these emails have a high tendency to be ignored, spammed, or deleted.