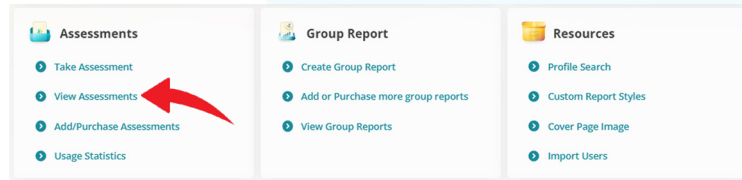


# SEND REMINDER EMAIL

Allows you to send a reminder to any participant who has a status of incomplete.

1. From your account home page, click on **View Assessments**.



2. From the View Assessments page, find the right keycode, and click **View Participants**.

The screenshot shows a table with columns: Keycode, Assessment, Purchased, Product Name, Available, Complete, and Incomplete. The first row is highlighted with a red arrow pointing to the 'View Participants' link.

Keycode	Assessment	Purchased	Product Name	Available	Complete	Incomplete		
64204-A5B7B7	Perceptual & Cognitive	02/09/2021	Perceptual and Cognitive	0	1	0	✉ Invitation	👤 View Participants
59390-1EDF00	4D-DISC, TEAMS, VALUES with BAI	06/29/2020	4D - DISC, TEAMS, Values & BAI	17	2	1	✉ Invitation	👤 View Participants
58857-87EF40	Comprehensive DISC Report	06/03/2020	Comprehensive DISC Report	2	3	1	✉ Invitation	👤 View Participants
58525-C40289	858 - The DISC Personality Style Report	05/22/2020	The DISC Personality Style Report	2	1	0	✉ Invitation	👤 View Participants

3. On the following page click the **Assessment Participants** tab.

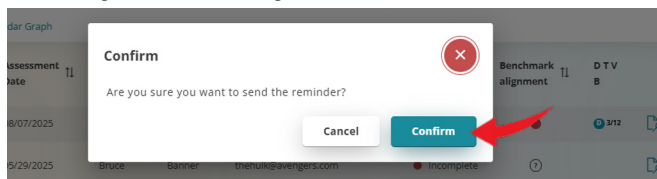
4. Place a check next to the selected participant. (Confirm that they have not yet finished their assessment by verifying that their status is **incomplete**).

The screenshot shows the 'Assessment Participants' tab selected. It features a search bar, a 'Send Reminder' button (highlighted with a red arrow), and a table of participants. The first row in the table has a checked checkbox and a status of 'Incomplete' (highlighted with a red arrow).

Assessment Date	First Name	Last Name	Email	Status	Benchmark alignment	D T V B	
<input checked="" type="checkbox"/>	04/22/2025	Samuel	Sample	test22@peoplekeys.com	Incomplete	🕒	👤 View Results
<input type="checkbox"/>	04/22/2025	Samuel	Sample	test22@peoplekeys.com	Completed	🟢	🕒 12/12 👤 View Results
<input type="checkbox"/>	04/10/2025	Samuel	Sample	test21@peoplekeys.com	Completed	🟢	🕒 12/12 👤 View Results
<input type="checkbox"/>	06/03/2020	Sample	User	sample@pk.com	Completed	🟢	🕒 12/12 👤 View Results

Click **Send Reminder** in the header.

5. The pop-up window will ask you to confirm. When you are ready, click the **Confirm** button.



6. Your participant will receive the following Do Not Reply email.

