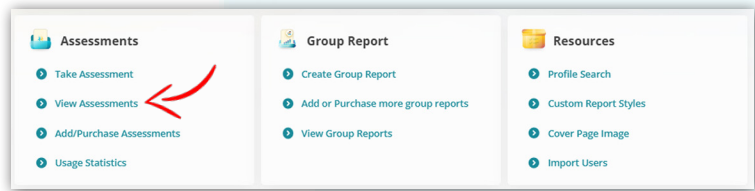
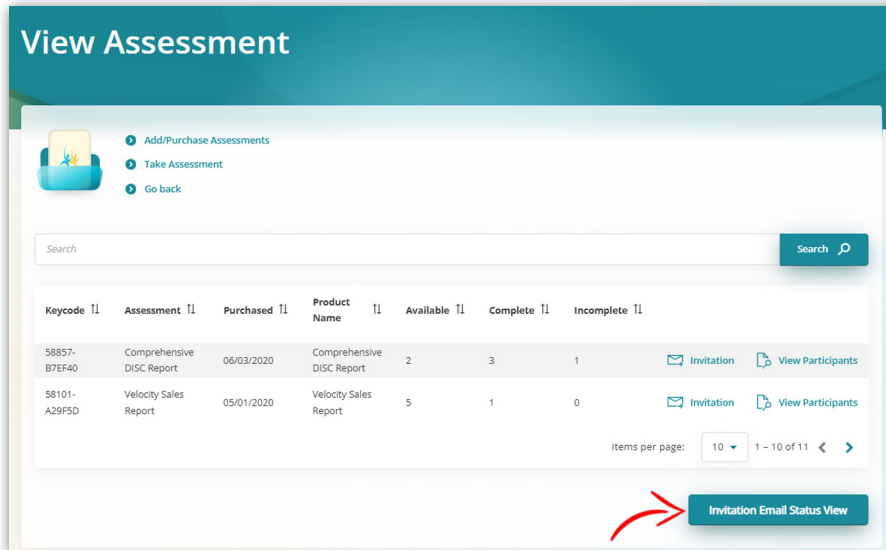


INVITATION EMAIL STATUS VIEW

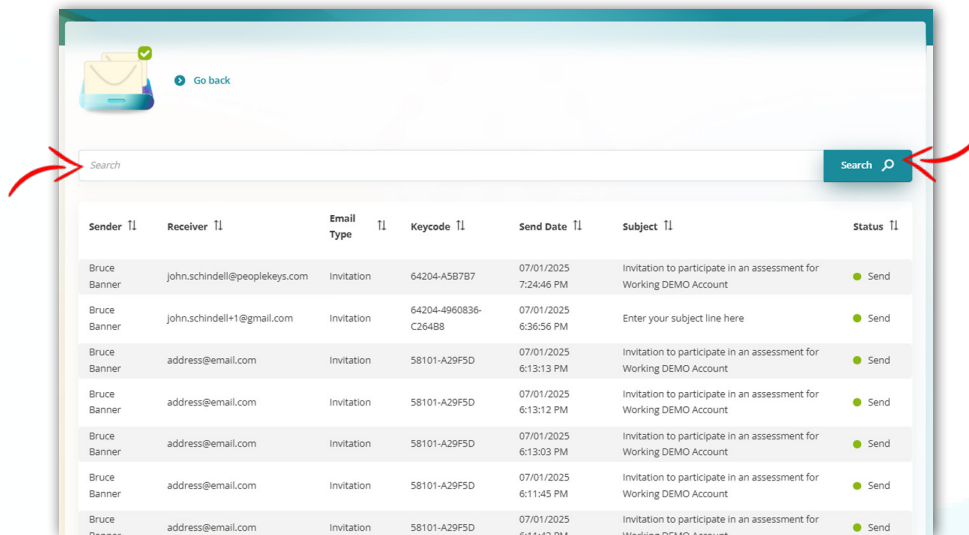
1. From your account home page, in the Assessments box, click **View Assessments**.



2. To view the list of emails and invitations sent from your PeopleKeys account, click the **Invitation Email Status View** button located at the bottom of the page.



3. The search window will allow you to search by first name, last name, email address, or other key word. Simply enter the word or search term and click the **Search** button. Any results will appear below.



4. The current list of emails sent will populate beginning with the most recent. Clicking the header titles will allow you to sort by; Email ID, FROM Email Address, TO Email Address, Sent Date, Keycode ID, Subject Line, and Status.