

Survey

Send newsletter surveys

With this Ultradox automation we provide you with a complete newsletter system as well as a form embedded in the email which you can use for a customer survey.

The following sections will help you getting started and to customize the example.

Get your free copy of the [Survey\[extern\]](#) Application.



Event feedback

20.02.2019

How satisfied were you with this event?

	1	2	3	4	5	
Not very	☐	☐	☐	☐	☐	Very much

How satisfied were you with the logistics?

	1	2	3	4	5	
Accommodation	☐	☐	☐	☐	☐	

Any overall feedback for the event?

Getting started

After you have [logged in to Ultradox\[extern\]](#) and copied the example to Google Drive, you will find a number of files in the project folder:

Open the project folder on google drive

You will find the **Newsletter Template** that will be used to generate your newsletter, the **Confirmation Email Template** which contains the content of the email that will be sent to new subscribers to confirm their email address, the **Subscribed Template** that users will see after confirming their email, the **Unsubscribed Template** that will be shown when users unsubscribe from your newsletter survey and the **Response Template**, to confirm the submitted form.

My Drive > Survey ▾

Name ↑

Confirmation Email Template

Newsletter Recipients

Newsletter Survey

Newsletter Template

Response Template

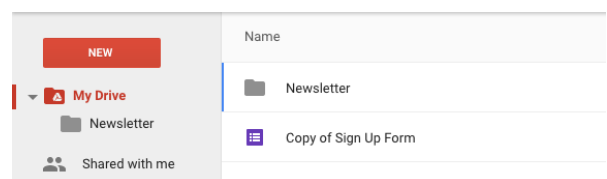
Subscribed Template

Unsubscribed Template

You will also find a Google Sheet called **Newsletter Recipients** that will contain the recipients of your newsletter survey and the footer with your Company address. Enter your company address in the worksheet **Footer** so that it appears at the end of the newsletter. In the worksheet **Recipients**, the subscribers of your newsletter are automatically listed.

The red **Newsletter Survey** file is the Ultradox Automation that contains all the actions to be performed whenever a user submits the form.

On the root level of your Google Drive you will also find a file called **Copy of Sing Up Form** which is the Google Form that the users will fill out to sign up. You may want to rename this file and move it into the **Newsletter** folder to keep all files in a single place.



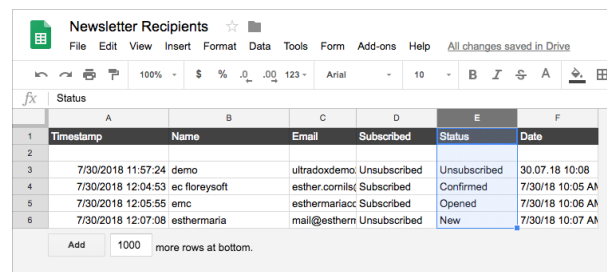
Customize

Newsletter Recipients (Google Sheet)

Enter your company address in the Google spreadsheet **Newsletter Recipients** in the worksheet **Footer** so that it appears at the end of the newsletter.

Activate the Ultradox Trigger

If a new user subscribes to your newsletter via the subscription form, he or she is automatically entered in the **Recipients** worksheet in the **Newsletter Recipients** spreadsheet document and the respective status (New, Subscribed, Opened, Unsubscribed) is updated and displayed.



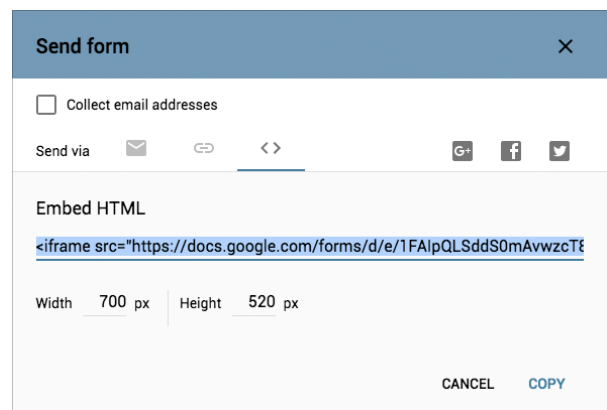
	A	B	C	D	E	F
1	Timestamp	Name	Email	Subscribed	Status	Date
2						
3	7/30/2018 11:57:24	demo	ultradoxdemo	Unsubscribed	Unsubscribed	30.07.18 10:08
4	7/30/2018 12:04:53	ec floreysoft	esther.comils	Subscribed	Confirmed	7/30/18 10:05 AM
5	7/30/2018 12:05:55	emc	esthermaria	Subscribed	Opened	7/30/18 10:06 AM
6	7/30/2018 12:07:08	esthermaria	mail@estherm	Unsubscribed	New	7/30/18 10:07 AM

In order to perform these functions, the table document must be connected to the Ultradox Automation **Newsletter** via the [Ultradox Trigger](#).

Open the Newsletter Recipients document and check whether the trigger is [activated](#).

Embed the signup form into your Website

To embed the signup form into your website click on the **Send** button in Google Forms, choose the **< >** tab and copy the **iframe source code** into your website.



Send form [X]

☐ Collect email addresses

Send via [Email icon] [Link icon] [Code icon] [G+ icon] [Facebook icon] [Twitter icon]

Embed HTML

`<iframe src="https://docs.google.com/forms/d/e/1FAIpQLSddS0mAwvzcT8" ...`

Width px Height px

CANCEL COPY

Make it yours

To create your own newsletter from the template, change the text in all Google Docs templates, use your own images and adapt the colors to your corporate design. To create a preview, open the [Ultradox Email Designer](#) in the Google Docs sidebar. The Ultradox Email Designer also makes it easier to work with [variables](#).

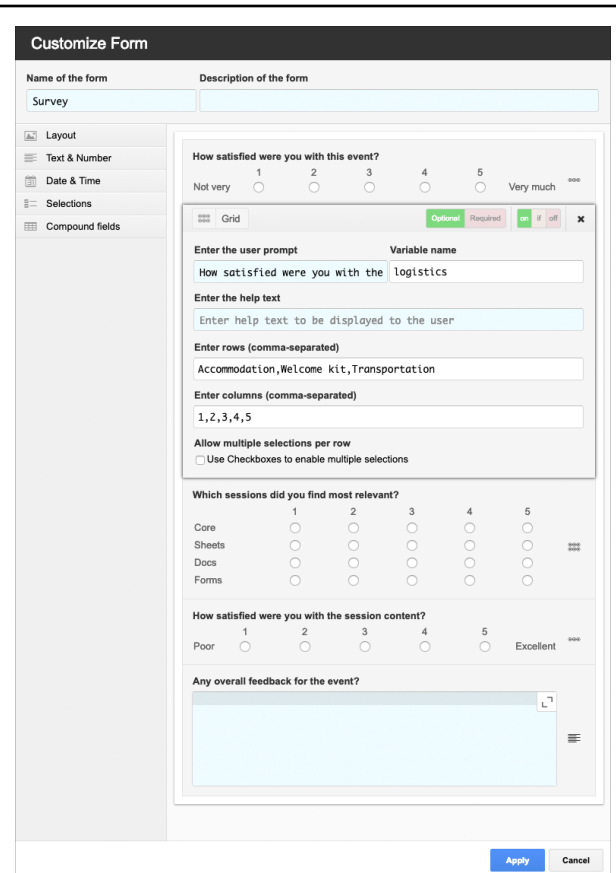
Your survey

Now configure the form that will be sent to your customers with the newsletter.

 To do this, open the Automation **Newsletter Survey** and go to the **Assign values** building block.

Click on the part **Survey (5 fields)** in the title of the building block to open the configuration dialog.

Change the form as desired. Keep in mind that the **names of the variables** of the form fields must match the titles of the **Recipients** worksheet in the **Newsletter Recipients** table document so that the answers can be collected in the corresponding columns.



Customize Form

Name of the form: Survey

Description of the form:

How satisfied were you with this event?

Not very 1 2 3 4 5 Very much

Enter the user prompt: How satisfied were you with the logistics

Variable name: logistics

Enter the help text: Enter help text to be displayed to the user

Enter rows (comma-separated): Accommodation, Welcome kit, Transportation

Enter columns (comma-separated): 1, 2, 3, 4, 5

Allow multiple selections per row: ☐ Use Checkboxes to enable multiple selections

Which sessions did you find most relevant?

	1	2	3	4	5
Core	☐	☐	☐	☐	☐
Sheets	☐	☐	☐	☐	☐
Docs	☐	☐	☐	☐	☐
Forms	☐	☐	☐	☐	☐

How satisfied were you with the session content?

Poor 1 2 3 4 5 Excellent

Any overall feedback for the event?

Apply Cancel

Please also read the instructions for creating [your first form](#) and [forms](#).

The Test-Mode

The Automation Newsletter is preset in **Test Mode**, so the workspace is green. Before you switch to **Live Mode**, you should test the newsletter system in this mode.

For example, sign up with three different email addresses using the newsletter sign-up form and confirm the email addresses after receiving the **Confirmation E-Mails**, sent in test mode to the email address of the Google Account with which you're signed in.

 Open the Automation **Newsletter** and click on the **Batch** button in the Automation menu bar to send a newsletter to the users. Test whether the newsletter has been received in your inbox and then unsubscribe from the newsletter using the unsubscribe link in the footer.

Send out News

After a successful test run, you can switch the automation to **Life Mode**. The **Test | Life** button is located in the menu bar at the top right. The workspace is now displayed in white.

`icon:icon-batch` To start the process, click on the **Batch** button in the automation menu bar and select the subscribers from the spreadsheet via the dialog.

Ultradox will only send out newsletter to recipients that are subscribed to the newsletters. All users with any other state than **Subscribed** will be skipped automatically.

If you want to send out a newsletters to a large number of recipients, just select the first row and click on the last row while holding down the **Shift** key and hit the play button. That's it! Then start the batch processing with the corresponding button.

Bitte Zeilen auswählen

	Timestamp	Name	Email	Subscribed	Status	Date
☒	7/30/2018 11:5	demo	ultradoxdemo2	Unsubscribed	Unsubscribed	30.07.18 10:08
☒	7/30/2018 12:0	ec floreysoft	esther.comilla@	Subscribed	Opened	7/30/18 10:34
☒	7/30/2018 12:0	emc	esthermariaacor	Subscribed	Opened	7/30/18 10:34
☒	7/30/2018 12:0	esthermaria	mail@estherma	Unsubscribed	New	7/30/18 10:07

Stapelverarbeitung starten

Abbrechen