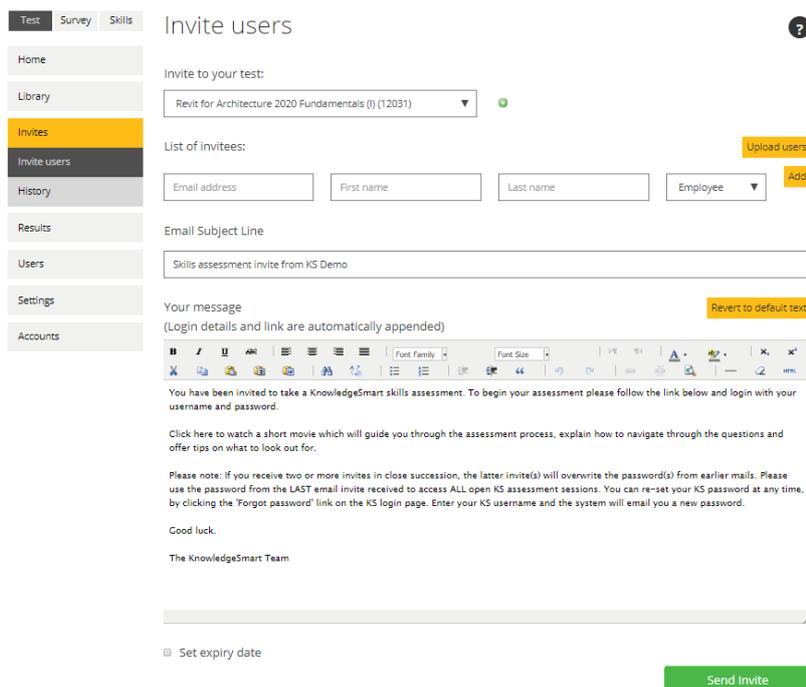


CUSTOMISING TEST INVITES

KS administrators have a couple of options for adding custom copy to assessment invite mails.

Option one

The default invite email text appears in the **Invites > Invite users** page of the KS dashboard.



The screenshot shows the 'Invite users' interface. On the left is a sidebar with a menu including 'Test', 'Survey', 'Skills', 'Home', 'Library', 'Invites', 'Invite users', 'History', 'Results', 'Users', 'Settings', and 'Accounts'. The 'Invites' section is active. The main area is titled 'Invite users' and contains a dropdown menu for 'Invite to your test:' set to 'Revit for Architecture 2020 Fundamentals (1) (12031)'. Below this is a 'List of invitees:' table with columns for 'Email address', 'First name', 'Last name', and 'Employee', and an 'Add' button. There is also an 'Upload users' button. Below the table is an 'Email Subject Line' field containing 'Skills assessment invite from KS Demo'. The 'Your message' field is a rich text editor containing the following text: '(Login details and link are automatically appended)', 'You have been invited to take a KnowledgeSmart skills assessment. To begin your assessment please follow the link below and login with your username and password.', 'Click here to watch a short movie which will guide you through the assessment process, explain how to navigate through the questions and offer tips on what to look out for.', 'Please note: if you receive two or more invites in close succession, the latter invite(s) will overwrite the password(s) from earlier mails. Please use the password from the LAST email invite received to access ALL open KS assessment sessions. You can re-set your KS password at any time, by clicking the "Forgot password" link on the KS login page. Enter your KS username and the system will email you a new password.', 'Good luck.', and 'The KnowledgeSmart Team'. At the bottom, there is a 'Set expiry date' checkbox and a green 'Send Invite' button.

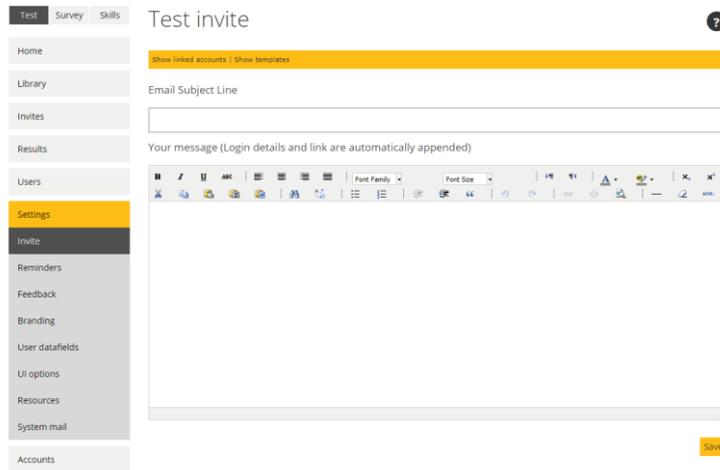
From this page, a KS admin can overwrite the default text, in the **Email subject line** field and in the **Your message** field, *on a per invite basis*. You have a maximum of 800 characters for your test invite message.

Option two

Alternatively, you can write your own custom invites, which overwrite the KS default message.

To do this, go to **Settings > Invite**. From here, you can enter your custom invite text and email subject header. You have a maximum of 800 characters for your invite text.

Click **Save** to register the changes. This custom text will now replace the KS default message on *all* test invites sent from the account.



Test | Survey | Skills | Test invite

Home | Library | Invites | Results | Users | Settings | **Invite** | Reminders | Feedback | Branding | User datafields | UI options | Resources | System mail | Accounts

Show linked accounts | Show templates

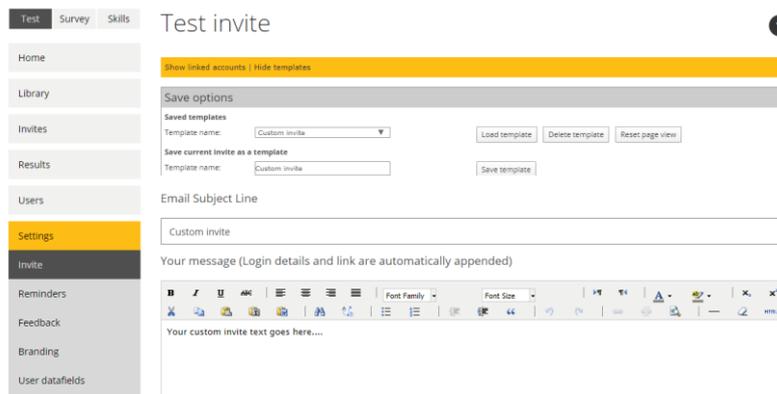
Email Subject Line

Your message (Login details and link are automatically appended)

Rich text editor toolbar: Bold, Italic, Underline, ABC, Bulleted list, Numbered list, Font Family, Font Size, Text color, Background color, Undo, Redo, Link, Unlink, Print.

Save

Use the invite templates to save multiple custom invite messages. Choose your invite from the dropdown, then select the **Load template** tool to display your invite text. Save the page view to overwrite the previously selected invite.



Test | Survey | Skills | Test invite

Home | Library | Invites | Results | Users | Settings | **Invite** | Reminders | Feedback | Branding | User datafields

Show linked accounts | Hide templates

Save options

Save current invite as a template

Template name: Custom invite | Save template

Email Subject Line

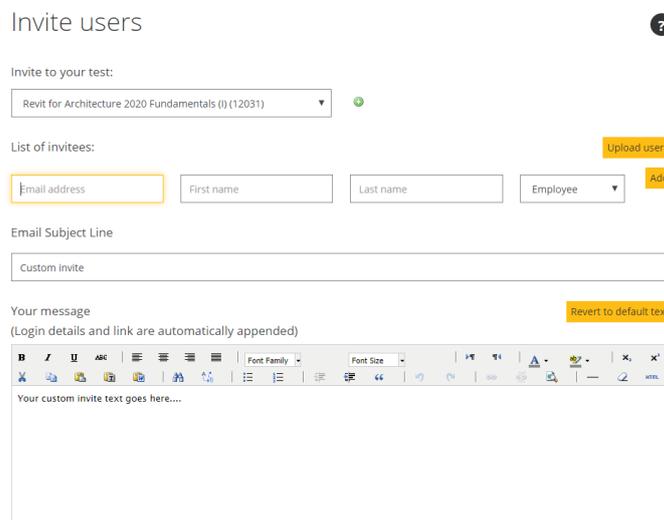
Custom invite

Your message (Login details and link are automatically appended)

Rich text editor toolbar: Bold, Italic, Underline, ABC, Bulleted list, Numbered list, Font Family, Font Size, Text color, Background color, Undo, Redo, Link, Unlink, Print.

Your custom invite text goes here....

The custom invite text appears on the main test invites page.



Invite users

Invite to your test:

Revit for Architecture 2020 Fundamentals (I) (12031)

List of invitees:

Upload users

Email address | First name | Last name | Employee | Add

Email Subject Line

Custom invite

Your message (Login details and link are automatically appended)

Revert to default text

Rich text editor toolbar: Bold, Italic, Underline, ABC, Bulleted list, Numbered list, Font Family, Font Size, Text color, Background color, Undo, Redo, Link, Unlink, Print.

Your custom invite text goes here....

Click the **Revert to default text** button at any time to display the default invite message.

Email Subject Line

Your message Revert to default text
(Login details and link are automatically appended)

B *I* U **A** **B** **B** **B** **B** Font Family Font Size

You have been invited to take a KnowledgeSmart skills assessment. To begin your assessment please follow the link below and login with your username and password.

Click here to watch a short movie which will guide you through the assessment process, explain how to navigate through the questions and offer tips on what to look out for.

Please note: If you receive two or more invites in close succession, the latter invite(s) will overwrite the password(s) from earlier mails. Please use the password from the LAST email invite received to access ALL open KS assessment sessions. You can re-set your KS password at any time, by clicking the 'Forgot password' link on the KS login page. Enter your KS username and the system will email you a new password.

Good luck.

The KnowledgeSmart Team

Set expiry date

[Send Invite](#)

Linked Accounts

If you have two or more accounts, you can assign **Settings** changes across multiple accounts at the same time.

Click on the **Show linked accounts** link in the orange bar.



Select the account(s) you want to be included in your Settings update and hit the **Save** button to register your changes.

[Hide linked accounts](#) | [Show templates](#)

Linked Accounts

- ABCD Engineers
- Bath Design
- Beijing Architects
- Boston Builders
- Bristol Design
- Bristol Landscape
- Dublin Design
- Edinburgh Electrics