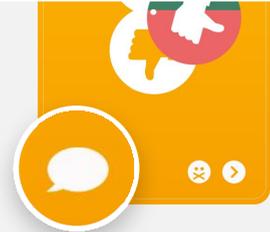


How to initiate an anonymous chat to your Leader or HR Admin

While answering questions, you will now be able to chat anonymously with your leader or HR admin regarding the question.

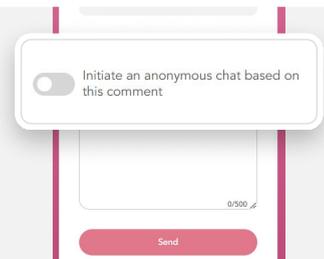
1

While answering a survey and you want to discuss something related to a specific question, you can first click on the “comment” icon in the left bottom corner.



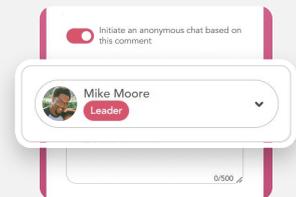
2

You have the option to simply leave a comment, or also start an anonymous chat based on the comment.



3

Once you toggle this on, you can decide if you want to start the chat with your Leader or the HR Admin. Only the person you address the chat to, will be able to respond to your anonymous comment and messages.



4

Click on the “Send” button to save the comment/ anonymous chat message.



5

When you complete answering the question, the anonymous chat will be created*.

*The chat will become open to the Leader or HR Admin when the survey has closed and the final results are available. Until then it will only be visible to you.



6

View your anonymous chats in the Results > Anonymous chat page on the web, and in the “Questions” menu on the mobile app.

