

WORKFLOW GUIDE —

Feedback Survey Follow Up



You will need:

 Feedback Surveys established

▶ Trigger

Type: Record meets a set of filter conditions

Object Type: Survey Response

Conditions: Survey type is NPS + any additional criteria to filter by (Ex. Recently became Customer, Service type, Recent Renewal, etc)

Re-enrollment: Off

Type: Edit record

Options: Copy the Contact Owner property from

the Contact to the Survey Response

Type: Branch based on Sentiment

Detractor

Type: Send Internal email – ALERT: NPS Detractor

Options: Send to Owner and designated Manager or Management Team

Type: Create task

Options: Task Title- NPS Detractor-Send Follow-up email

Tip:

Recommended to include a link to an appropriate email template to use.

Neutral

Type: Send email

Options: Additional Feedback Request

Type: Create task

Options: Review Account and

develop action plan

Tip:

Here is a great place for coaching your team on how to maximize Client relationships by developing action plans to improve customer sentiment.

Promoter

Type: Send email

Options: Review request

Type: Edit record

Options: Contact Set Lifecycle

stage to Evangelist

Tip:

This a great way to get social proof from happy customers by gaining reviews and testimonials that you can use in your marketing.



