



## Employee of the month

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### Overview

This is a simple form, whereby users are able to nominate a colleague for an achievement or outstanding performance during the month. Nominations will not be visible to non-managerial staff.

### Additional features

**Thank you page:** Once submitted, users would normally be taken to a 'view' mode of the form they've just submitted. But in this case, a 'thank you' page has been created to present the user with a custom message.

These can be edited and formatted as you please within a WYSIWYG editor.

A screenshot of the 'Thank you' page configuration interface. The interface is divided into several sections. On the left, there is a sidebar with 'Project options' and various settings like 'Project Summary', 'Edit project properties', 'Project permissions', 'Statuses', 'Conditions', 'Field condition sets', 'Triggers', 'Behaviour', 'Field visibility', 'SLA', 'Automatic changes', and 'Workflow'. The main area is titled '"Thank you" page' and contains a text box with a warning icon: 'Once a ticket has been submitted, by default the submitting user will be shown the contents of their submitted form. You can instead choose for the user to be taken to a page with text you have written. For example, you may wish for the submitting user to see a message about how long they can expect to wait before receiving a response to their submission.' Below this, there are radio button options for 'After submission': 'Show ticket in view mode (if the submitter has view rights) or the Infocapture main page (if the reporter does not have view rights)', 'Show the thank you page regardless of the submitter's view rights', and 'Show the thank you page only if the submitter does not have view rights'. The 'Page type' section has radio buttons for 'Show custom page' (selected) and 'Go to link'. Below the page type section is a WYSIWYG editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, search, and refresh. The editor contains the text: 'Thank you for your nomination! Nominations are not visible to non-managerial staff. The employee with the most nominations will be announced at the beginning of each month.' To the right of the editor is an 'Insert an Expression' section with a list of 'Common Expressions': 'Issue ID', 'ID in Project (with prefix)', 'Submitter', 'Current Handler', and 'Current Status'.

Go to *Thank You Page* tab when editing the project to customise the message.