

**You will want to add someone to manage What3Things.** If you are an administrator, you can add people by going to:

Settings > User Management > Managers and Admins.

You can add people as just What3Things Admin or What3Things Manager.

NAME	JOB TITLE	ROLES:	ACTION
Neil Thompson	COO	Company Admin, Conversation Recipient, Survey Manager, Cases Administrator, Cases Manager, Primary Admin	[Edit]
Jane Green	Head of Governance	Company Admin, Conversation Recipient, Survey Manager, Run Report Admin, Cases Manager	[Edit]
Phil Finn	Assistant Freedom to Speak Up Guardian	Company Admin, Conversation Recipient	[Edit]
Jane Smith	Freedom to Speak Up Guardian	Conversation Admin, Conversation Recipient, Cases Manager	[Edit]
Jo Sha	Guardian	Conversation Recipient	[Edit]
Susan Smith	EDI Lead	Conversation Recipient, Cases Manager	[Edit]
David Smith	EDI Ambassador	Conversation Recipient	[Edit]

**You need to give your people access to the What3Things feedback form.** You can see a link and a code to the survey in:

Promotion

You can decide internally how to distribute that.

**Raise a Case**  
<https://raiseacase.at/sic>  
 Download QR code

**What3Things**  
<https://what3things.at/sic>  
 Download QR code

**Embed code**  
 Use the following code to embed the What3Things page on your intranet or public website.  

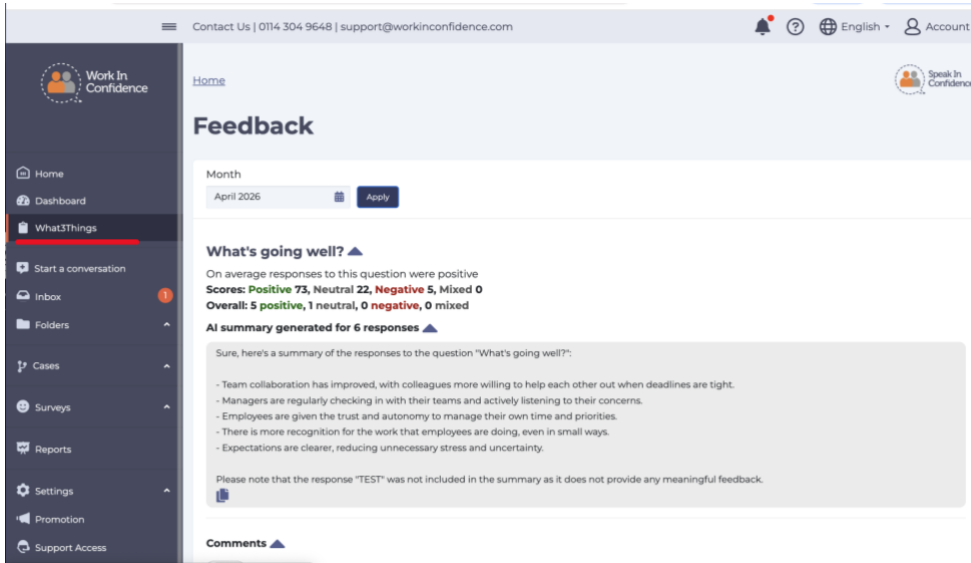
```
<iframe src="https://what3things.at/sic" style="border: none; width: 800px; height: 1300px; title="What3Things" seamless="seamless"></iframe>
```

  
 Copy embed code

**Contact us for more**  
 Contact our Customer Success Manager to discuss how else we can help you promote WorkInConfidence within your organization.  
 Email Customer Success Manager

Results: If you are a System Admin or What3Things Manager or Admin you will get a summary of results sent to you on the 1<sup>st</sup> of each month.

You can also see results any time in the system.

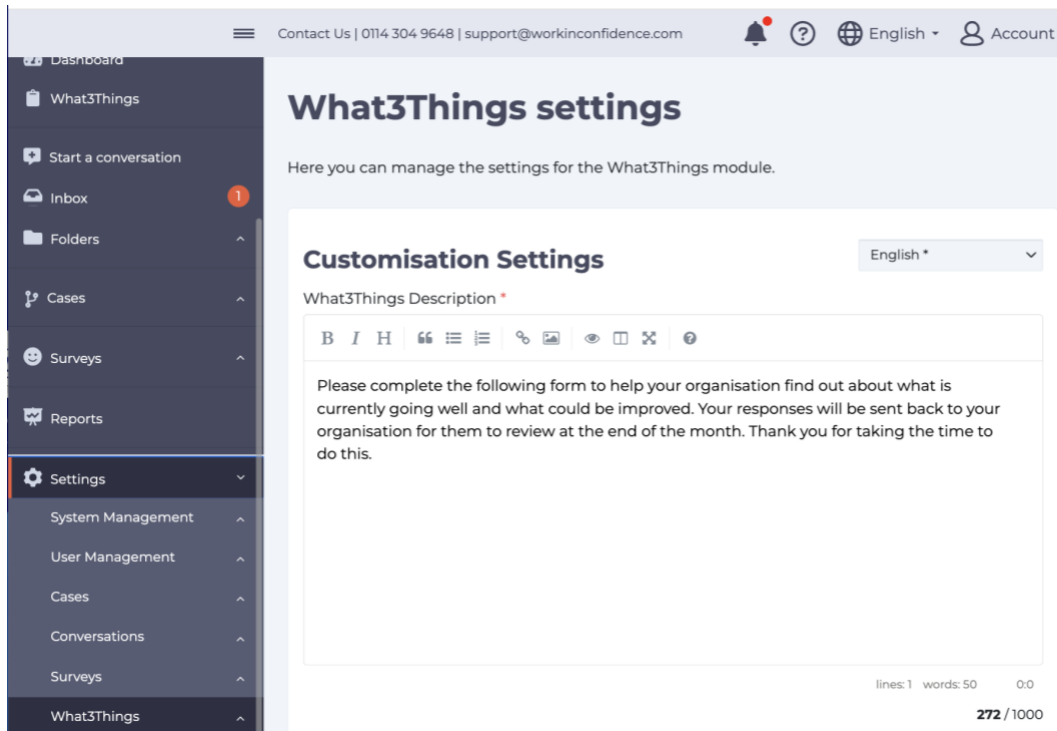


The What3Things forms looks like this to your people.



If you are an Administrator, or a What3Things Administrator, you can change the wording at the top of the form page here:

Settings > What3Things



The screenshot shows the 'What3Things settings' page in a web application. The top navigation bar includes 'Contact Us | 0114 304 9648 | support@workinconfidence.com', a notification bell, a help icon, a language dropdown set to 'English', and an 'Account' link. The left sidebar contains a menu with items: Dashboard, What3Things, Start a conversation, Inbox (with a red notification badge '1'), Folders, Cases, Surveys, Reports, Settings (highlighted with a gear icon), System Management, User Management, Conversations, Surveys, and What3Things. The main content area is titled 'What3Things settings' and contains the text: 'Here you can manage the settings for the What3Things module.' Below this is a 'Customisation Settings' section with a language dropdown set to 'English'. The 'What3Things Description' field is a rich text editor containing the text: 'Please complete the following form to help your organisation find out about what is currently going well and what could be improved. Your responses will be sent back to your organisation for them to review at the end of the month. Thank you for taking the time to do this.' The editor shows 'lines: 1 words: 50 0:0' and a character count of '272 / 1000'.