

# Setting Up the Singapore Retailers Association's (SRA) Excellent Service Award (EXSA) Compliments Form & QR Code

1. Request for a copy of the Compliments Form at <https://forms.gle/2QChek3o7poY9HWA8> and SRA will contact you within 5 working days.

The screenshot shows a Google Forms interface for the 'SRA EXSA 2022 Compliment Form Request'. The form title is 'SRA EXSA 2022 Compliment Form Request'. Below the title, there is a paragraph explaining the award: 'Launched in 1994, the Excellent Service Award or EXSA is a national award that recognises individuals who have delivered quality service. It seeks to develop service models for staff to emulate and to create service champions.' Below this, it says 'Please provide your company's details to request for a Compliment Form.' The form is currently a draft restored from the account 'dbtctp@gmail.com'. There are two required text input fields: 'Company Name \*' and 'Contact Person \*', both with 'Your answer' placeholder text.

2. Once access has been granted, you will receive an email with a link to the Compliments Form. Make a copy of the Compliments Form by clicking "Make a Copy".

The screenshot shows the Google Forms editor interface for the 'SRA Excellent Service Award 2022' form. The form title is 'SRA Excellent Service Award 2022'. Below the title, there is a paragraph explaining the award: 'Launched in 1994, the Excellent Service Award or EXSA is a national award that recognises individuals who have delivered quality service. It seeks to develop service models for staff to emulate and to create service champions.' Below this, it says 'Your compliments will go a long way in motivating us to serve you better!'. The form has two required text input fields: 'Staff's Name \*' and 'Outlet Visited \*', both with 'Short answer text' placeholder text. A red box highlights the 'Make a copy' button in the top right corner of the editor, with a blue arrow pointing to it.

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3. Replace *<company name>* and *<company email address>* with your company's name and your data protection officer's email address at the PDPA Notice section.

PDPA Notice

By completing this form, you agree that *<company name>* may collect, use and disclose your personal data, which you have provided in this form, for providing marketing materials that you have agreed to receive via email in accordance with the Personal Data Protection Act 2012.

The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Data Protection Officer at *<company email address>*

4. Click on the [Send] button. Shorten the URL. Copy the link to the Compliment Form.

SRA Excellent Service Award 2022

Questions Responses Settings

Make a copy

Move to trash

Get pre-filled link

Print

Add collaborators

Script editor

Add-ons

SRA Excellent Service Award 2022

Launched in 1994, the Excellent Service Award or EXSA is a national award that recognises individuals who have delivered quality service. It seeks to develop service models for staff to emulate and to create service champions.

Your compliments will go a long way in motivating us to serve you better!

Staff's Name

Short answer text

Outlet Visited

Short answer text

Send form

Collect emails

Send via **Link**

Link

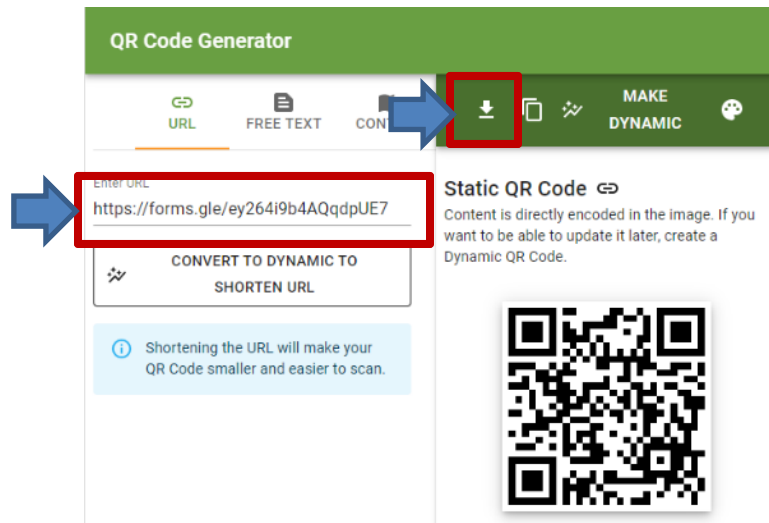
<https://forms.gle/ey264i9b4AQdpUE7>

Shorten URL

Cancel Copy

## Setting Up the Singapore Retailers Association's (SRA) Excellent Service Award (EXSA) Compliments Form & QR Code


- Visit <https://www.the-qr-code-generator.com/>. Paste the Link copied from the previous step to generate a QR code for the Compliment Form.

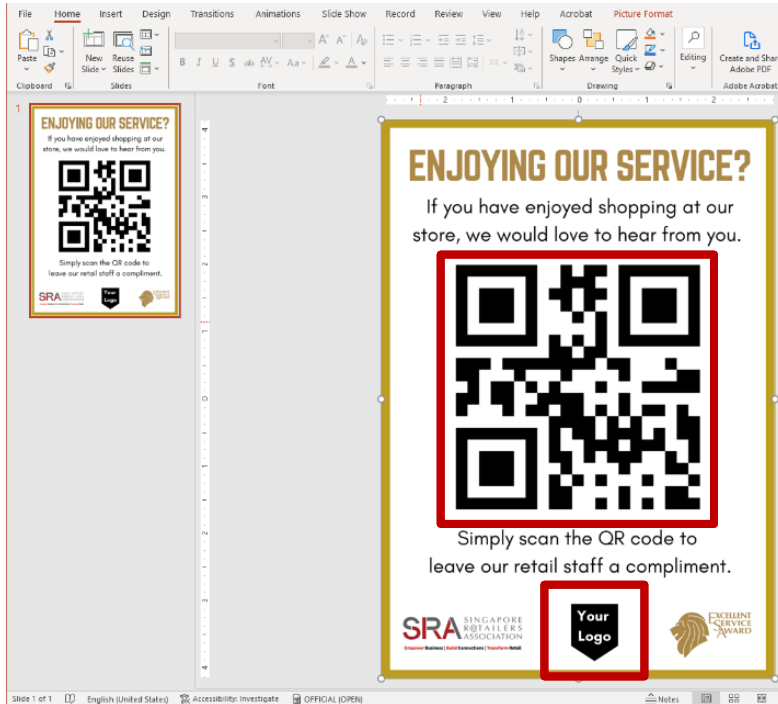


- Download a copy of the SRA's EXSA Compliment Template at <https://www.sra.org.sg/talent-development/excellent-service-award-retail/> and save it to *your folder/desktop*.



## Setting Up the Singapore Retailers Association's (SRA) Excellent Service Award (EXSA) Compliments Form & QR Code

7. Replace the QR code on the template with the one that you have generated in [Step 5](#).
8. Replace  with your company's logo.



9. Print out the QR Code and display the QR Code at your outlets to encourage customers to scan to compliment your front-line staff!
10. Check the form for responses. Remember to nominate staff that have exhibited excellent services for SRA EXSA award!

