A follow-up form should be kept simple and include a drop-down field for "Stay confirmation" (you can customise the field label / name). The applicant must use this field to select their original Stay. They must also log in with the same registered email address as they used when applying for the original Stay. Once imported, the Stay/ Person will be updated with the information submitting through the follow-up form.

**Configuring a Follow-Up Form:**

1. Create a follow-up form with the Configurator or use an existing template and modify it as needed (e.g. Travel report, Form for a Grant).

2. Make sure that the field "Stay confirmation" is defined in your form. This field is already by default in some of form templates:
If this field is not yet included in your form, you must add a "Drop-down list" type question with the following settings as shown in the image below:

- Source: Reference list
- Reference list: Stay (from person)
3. Specify the area in the Backoffice where the details submitted through the follow-up form should be imported to (i.e. Stay/ Person or Stay wish area).

4. An XSLT import file will be prepared for you accordingly.

Was this article helpful? 0 out of 0 found this helpful

Have more questions? Submit a request

0 Comments

Be the first to write a comment.

Recently viewed articles

Related articles

Disclaimer | Impressum

Powered by Zendesk