View Profile Update Forms

Viewing Existing Profile Update Forms

To view the Profile Update Forms that have already been created, select *Marketing+* > *Profile updates*

| Profile updates forms | New | Message page | Private form access email | | *i* |

Form name ⇕	Start date ⇕	End date ⇕	One time ⇕	Enabled ⇕	Acti...
New subscribers profile update 13 - Profile update questions sent to new subscribers				✓	☰
Preference Center Version - Short 7 - Preference center shortest form with only these fields: First name, email & City					☰
Preference Center Version - Email only 6 - Preference center email-only form without the phone fields			✓	✓	☰
Preference Center Version - No address 5 - Preference center simplier form without the address fields	2016-01-21 00:00 GMT+2	2016-01-31 00:00 GMT+2		✓	☰

The page shows:

- Form name and description
- Start date (optional) and End data (optional)
- Whether the form can only be filled once (One time)
- Whether the form has been enabled or not

You can...

1. Click on the form name to view a preview of it
2. Click on the *Actions* menu to edit the form, delete it or create an HTML copy (if the form was designed with the drag and drop form builder).
3. Click on the search icon in the upper right to look and search forms by name and description.

What's Next?

Once you have created a profile update form, what are the next steps?

1. Create a new email message
   a. If you're using BEE, you can link the form to a button, by selecting it and choosing *Special Links* in the "Action" section of "Content Properties".
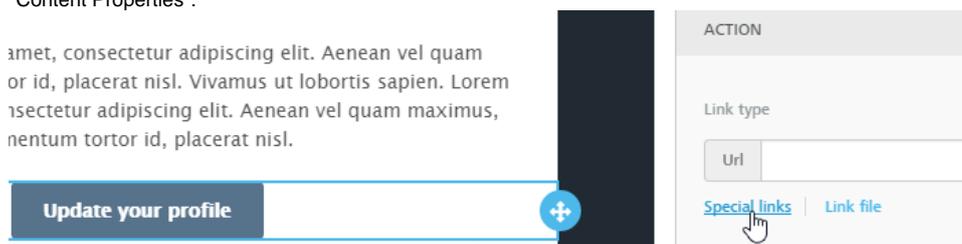
   You may also link a profile update form to a portion of text, by highlighting it, toggling the advanced toolbar with the arrow in the top right and selecting *Special links* > *Profile update forms*
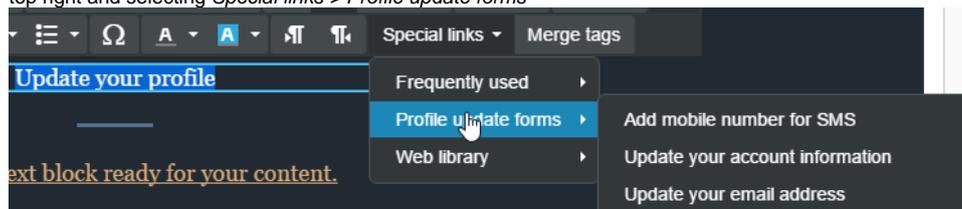
   b. If you're using the HTML editor, you can link a part of the message to a profile update form using the "Profile Update link" found in *Insert* > *Subscription*
2. Finalize and save the email message

3. Send it to a test group to simulate the entire process
4. When you get the test email, fill out the form and submit it
5. Confirm that the Recipient Fields associated with the recipient that updated the form have been successfully updated
6. Recipients who fill out the form will be automatically added to a list group, named after the form itself.

Related Topics

- Adding a new profile update form
- Editing an existing profile update form
- Editing the Private Form Access Email message
- Personalizing the messages page
- An introduction to profile updates
- About the Marketing+ feature package