Notion request tracker: setup checklist

Ten steps from the CSV to your first test response. About 25 minutes.

1	**Download the CSV.** Save notion-request-tracker.csv from the blog post.
2	**Import it.** In Notion, open a page, choose Import, then CSV, and pick the file. Notion builds a database with one column per header. Request title becomes the title.
3	**Set the property types.** Open each property and choose its type from the table below. Notion guesses types when it imports a CSV and can guess wrong, so check every one.
4	**Add Status, Owner and Notes.** Set Status to Notion's Status type (Not started, In progress, Done), Owner to Person and Notes to Text. These three are for your team. The form never sends them.
5	**Delete the example rows.** Check the columns look right, then delete the three EXAMPLE rows.
6	**Add the form.** In HornetForms, create a form from the Request tracker for Notion template and publish it.
7	**Connect Notion.** Open the form's Integrations page and choose Connect Notion.
8	**Share the database.** On Notion's consent screen, pick your tracker database so the HornetForms integration can see it.
9	**Check the field mapping.** Back in HornetForms, find your database and review the field mapping. Each question should line up with the Notion property of the same name.
10	**Send test.** Press Send test. A new page should appear in your database. Delete it when you have checked it.

Question type to Notion property type

Question type	Notion property type
Short text, long text	Text
Email	Email
URL	URL
Phone	Phone
Number, rating, linear scale	Number
Date	Date
Multiple choice, dropdown	Select
Checkboxes, multi-select	Multi-select
File upload, signature	Text (file names). The Response link opens the files
Hidden field	Text

Four things to remember

- No commas in option names. Notion cannot keep a comma inside a Select or Multi-select option, so use "and" or a plain word.
- HornetForms creates the page once, when the response is completed. From there, your team works the page in Notion.
- After adding a question, edit the field mapping. A new question does not map itself, so add its property in Notion and then use Edit field mapping on the form.
- Share the database with the HornetForms integration on Notion's consent screen. If it is missing from the list, share it again from the database's connections menu in Notion.