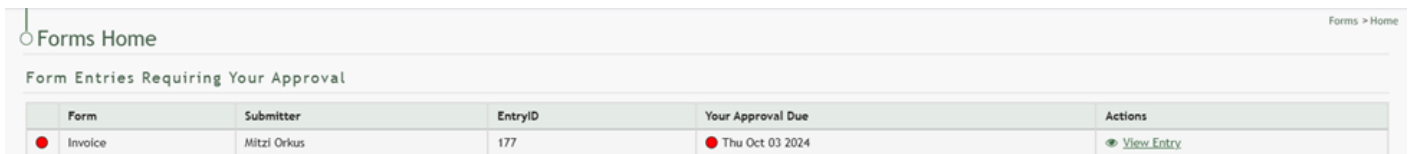


Edit a Form Entry Pending Approval

Anyone can edit a form entry if they have the permission to edit entries, regardless of the approval requirements.

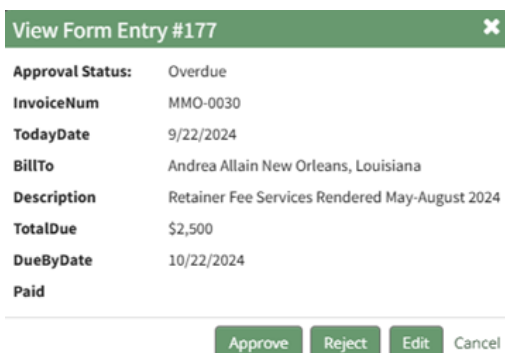
To edit a form entry pending approval, go to the Home Page of the Forms Module.



The screenshot shows the 'Forms Home' page with a table titled 'Form Entries Requiring Your Approval'. The table has five columns: Form, Submitter, EntryID, Your Approval Due, and Actions. There is one row of data.

Form	Submitter	EntryID	Your Approval Due	Actions
Invoice	Mitzi Orkus	177	Thu Oct 03 2024	View Entry

Select "View Entry" from the Actions column of the Form Entries Pending Approval Table opening the view form entry modal.



The screenshot shows a modal titled 'View Form Entry #177'. It displays the following information:

- Approval Status:** Overdue
- InvoiceNum:** MMO-0030
- TodayDate:** 9/22/2024
- BILLTo:** Andrea Allain New Orleans, Louisiana
- Description:** Retainer Fee Services Rendered May-August 2024
- TotalDue:** \$2,500
- DueByDate:** 10/22/2024
- Paid:**

At the bottom of the modal, there are four buttons: 'Approve', 'Reject', 'Edit', and 'Cancel'.

Select the "Edit" button opening the Edit Form Entry Modal.

Make any necessary edits to the entry in the modal and select "Save" when done.

Revision #3

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