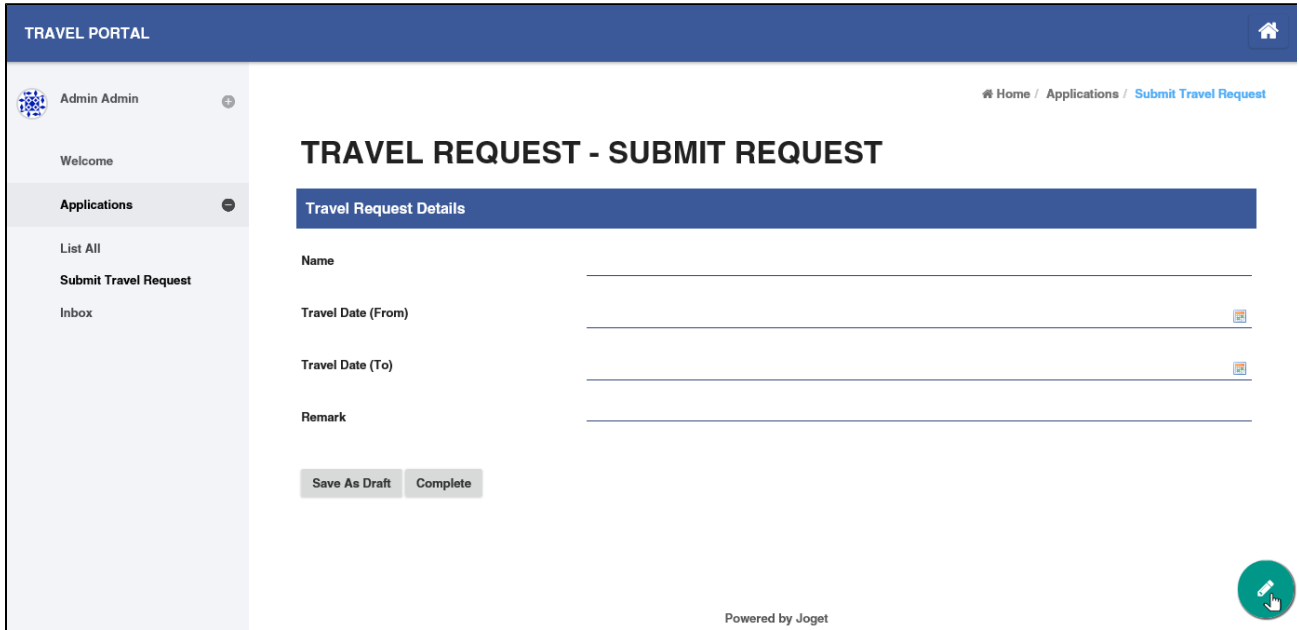


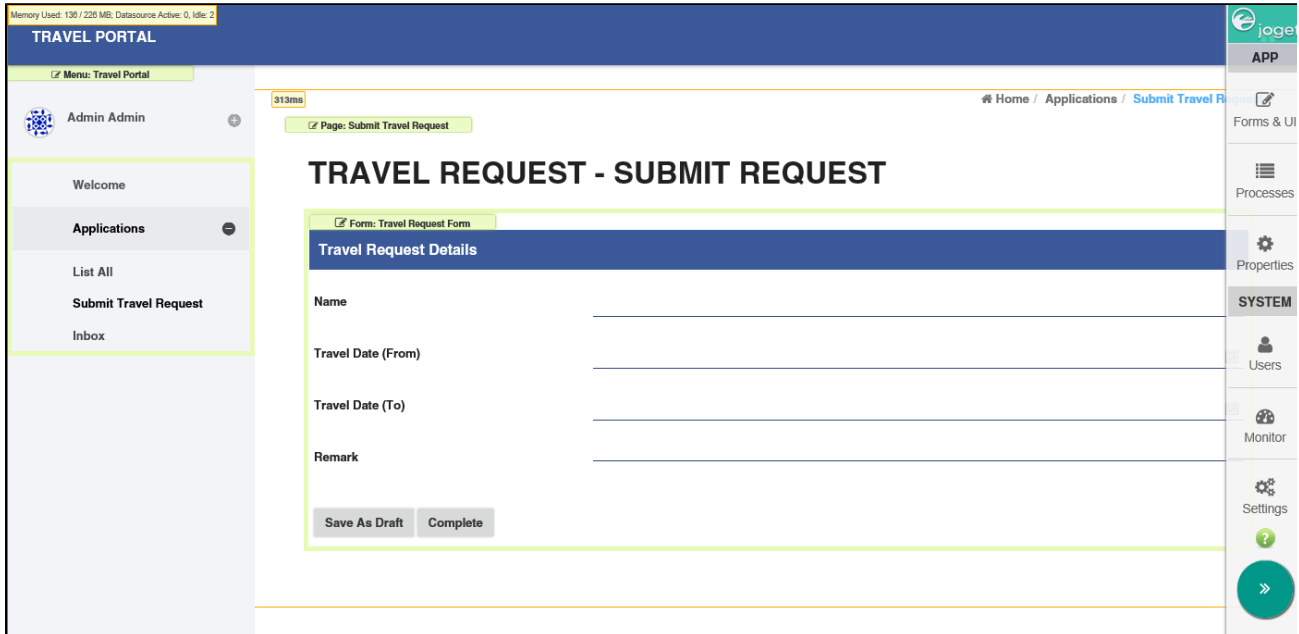
Using Quick Edit Mode

Definition
Quick Edit Mode allows administrators to identify forms, lists and menus directly from the front-end Userview.

1. If you are logged in as an administrator, you will see a minimized Admin Bar on the right with buttons to toggle Quick Edit Mode On or Off.



2. Once Quick Edit Mode is enabled, elements within the Userview page are highlighted with green Quick Edit buttons.



3. Clicking on the button will launch the respective Builder in a new window.

TRAVEL PORTAL

Menu: Travel Portal



Admin Admin



Welcome

Applications



List All

Submit Travel Request

Inbox

313ms

Page: Submit Travel Request



TRAVEL REQUEST - SUB

Form: Travel Request Form

Travel Request Details

Name

Travel Date (From)

Travel Date (To)