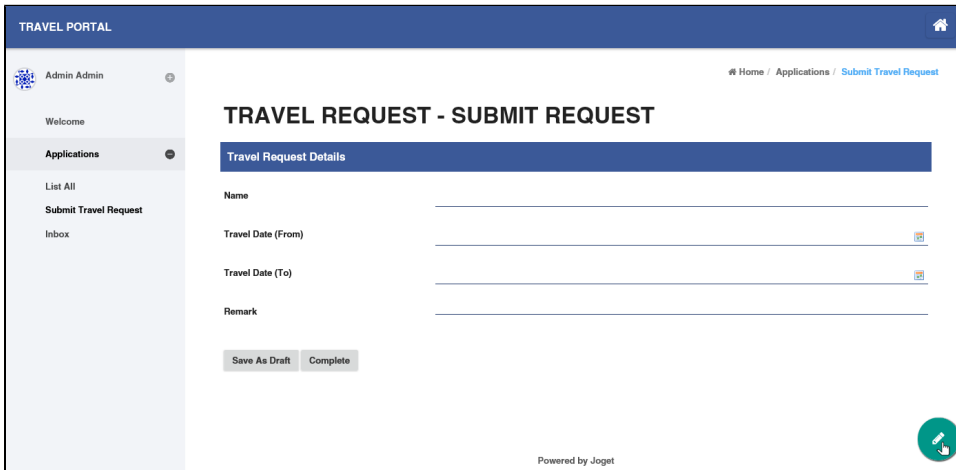


Using Quick Edit Mode

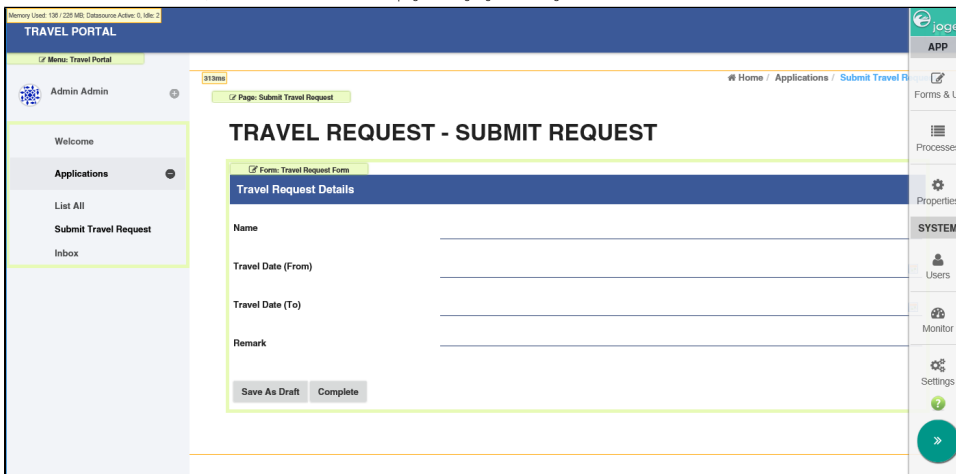
Definition

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.

Memory Used: 138 / 228 MB; Datasource Active: 0, Idle: 2

TRAVEL PORTAL

Menu: Travel Portal

Admin Admin

313ms

Page: Submit Travel Request

TRAVEL REQUEST - SUB

Form: Travel Request Form

Travel Request Details

Name _____

Travel Date (From) _____

Travel Date (To) _____