Editing a Form

Editing an existing form is performed in Form Builder mode.

To go to the Form Builder mode:

1. Navigate to the report
2. Select the Configure icon in the top right corner.
3. Select a row in the report and select **ACTION** > **View**. The form displays in view mode.
4. Select the Configure icon in the top right corner of the form. The menu appears.
5. Select **Modify Form**. The form displays in Form Builder mode.
6. Select **SAVE** to save changes.