Editing Entries

If users have submitted a form but don't have the ability to edit their submission, administrators are able to do this for them from within the **Data Viewer**. This is a quick and simple process, so let's take a look at how to edit a form a user has submitted.

I've received a phone call to say the number for an emergency contact of a student needs to be updated as it has recently changed. I'll head to the parent portal site as the page where parents update their emergency contact information is found on this page here. I'll open the Data Viewer by selecting the **site menu** and the choosing the Data Viewer option.

If I scroll to the bottom, I can see a **table of submissions**. Luckily, there is only one submission on this form so it is easy to find, but I could use the **search fields** found at the top of each column to find specific users if there was a large amount of submissions.

If I single click this submission to select it, it will be highlighted and then I can navigate to the **action cog menu** and select the **Edit submission** option. This will open the completed form, and I can start to make the change to the mobile number as requested. Once happy, I'll select the **update** button at the bottom to save my changes.