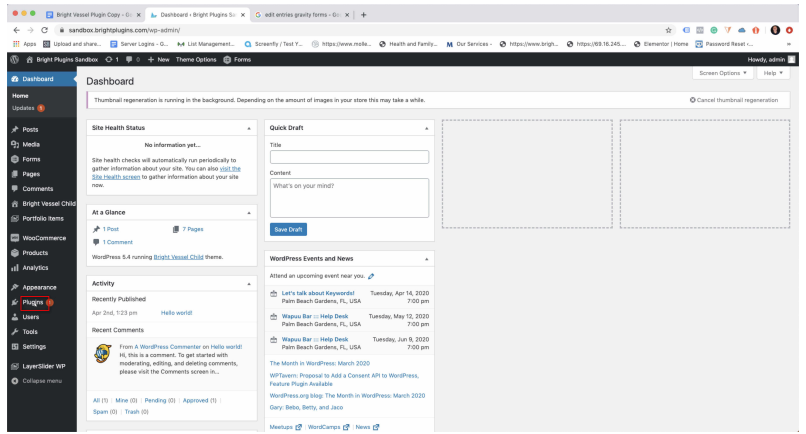




# Gravity Forms – Edit Entries

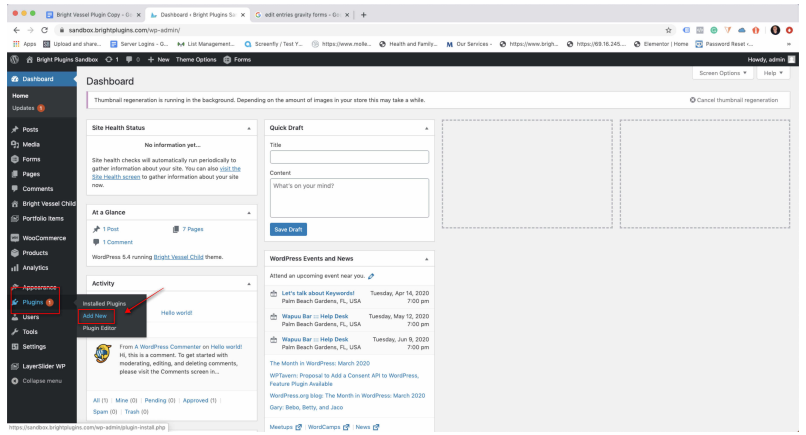
# Step #1 Dashboard

Login into your WordPress Dashboard.



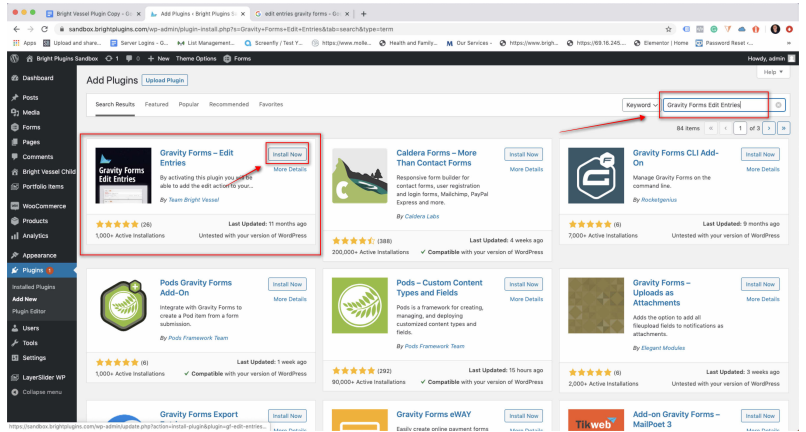
# Step# 2 - Install Plugin

Go to the Plugins menu on the lefthand sided and click "Add New."



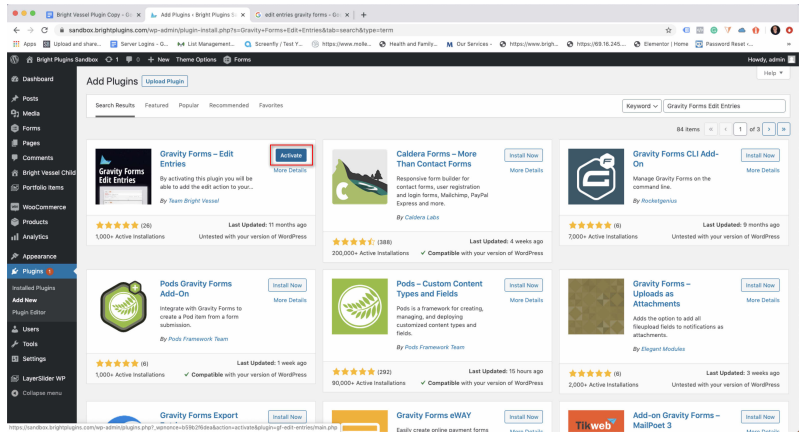
# Step# 3 - Search for "Gravity Forms Edit Entries"

On the Add Plugins page, go to top right search bar and type in Gravity Forms Edit Entries. Find the correct plugin by Team Bright Vessel.



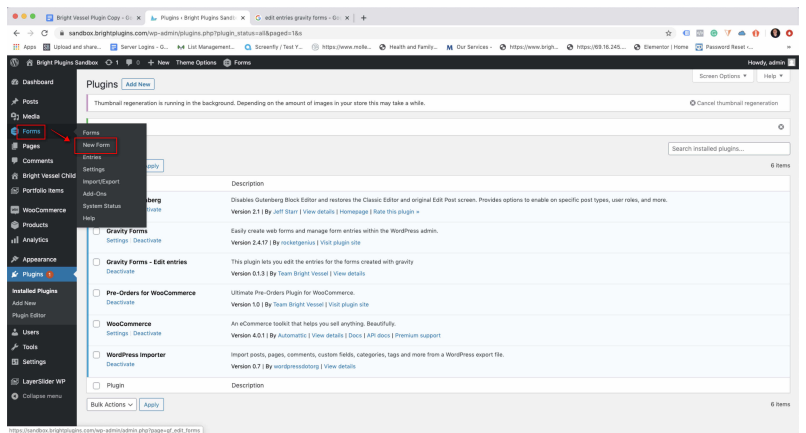
## Step #4 - Active "Gravity Forms - Edit Entries"

Click the active button to turn on the plugin.



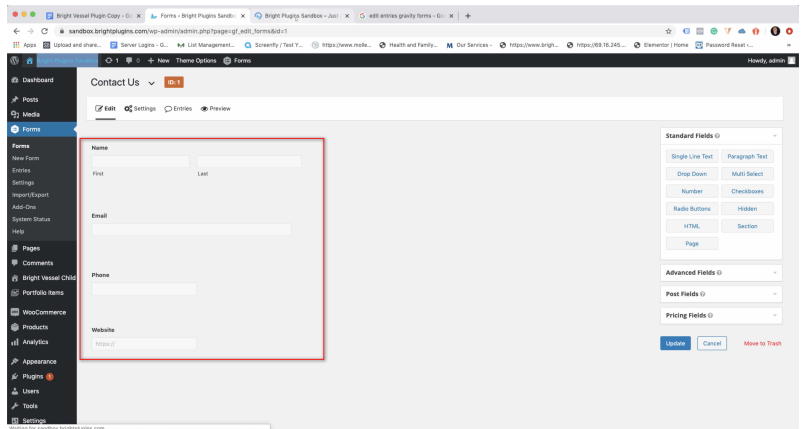
## Step #5 - Go to your "Forms" section.

Go to your "Forms" section to create a new form to test. Skip this step and go to step # if you already have a form.



## Step #6 - Create a New From

Create a new form so that you can test the plugin.



## Step #7 Create a Form Submission

Go to your test form by either previewing the form under "Forms" or go to your Forms page and create a new entry.

Bright Plugins  
FORM

Name  
Testing Jones  
First Last  
Email  
test@test.com  
Phone  
(561) 555-5555  
Website  
https://www.brightvessel.com/  
SUBMIT

## Step #8 - Go to the Entries Section

Go to your Dashboard, click on "Entries" and on the right window, you will see your entries, and when you move the mouse over any entry, you will see the new "Edit" button.

Dashboard  
Forms  
Entries  
Contact Us

Entries

Entry	Last	Email	Phone	Website
Testing Jones View Mark read <b>Edit</b>	test@test.com	(561) 555-5555	https://www.brightvessel.com/	
Jenny Butler	j48@test.com	(561) 555-555-5555	https://www.brightvessel.com	

## Step #9 - Edit the Entries

You can now go into each entry stored and edit them. After you have changed the text or inputs, you can click the update on the righthand side.

Dashboard  
Forms  
Entries  
Contact Us

Details

Change Text

Name  
test@change.com  
Phone  
(561) 555-1111  
Website  
https://www.aveosom.com/

Entry

Entry Id: 2  
Submitted on: 2020-04-04 at 11:09 am  
User IP: 73.57.84.123  
User: admin  
Created by: Bright Plugins - edit-entries  
Move to Trash Update Cancel

Notifications

Address Notification  
Revised Notifications  
Save Include notes

## Step #10 - Check your Edits

*Go back to the main "Entries" page and you will now see that the text changed for each of your edits.*

