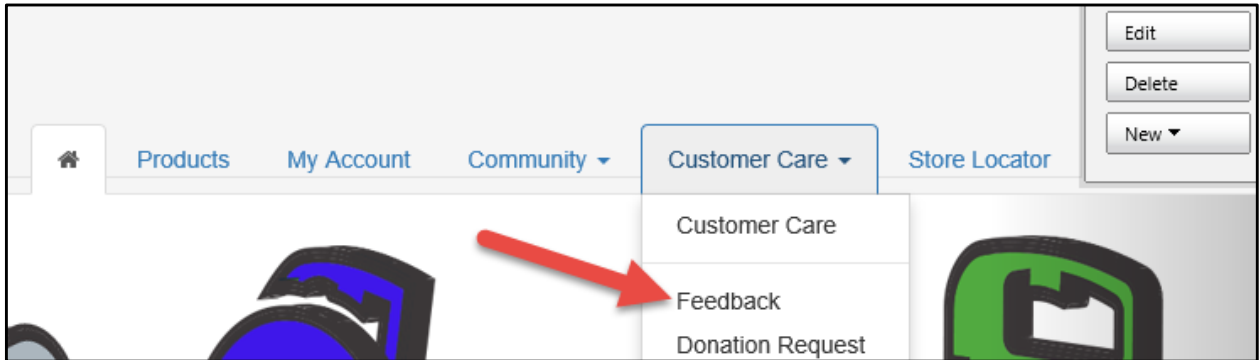# Edit Existing Portal Forms

At the end of this guide, you will be able to edit existing Portal web forms.

Edit Existing Forms

1) Login to your Portal as an administrator.
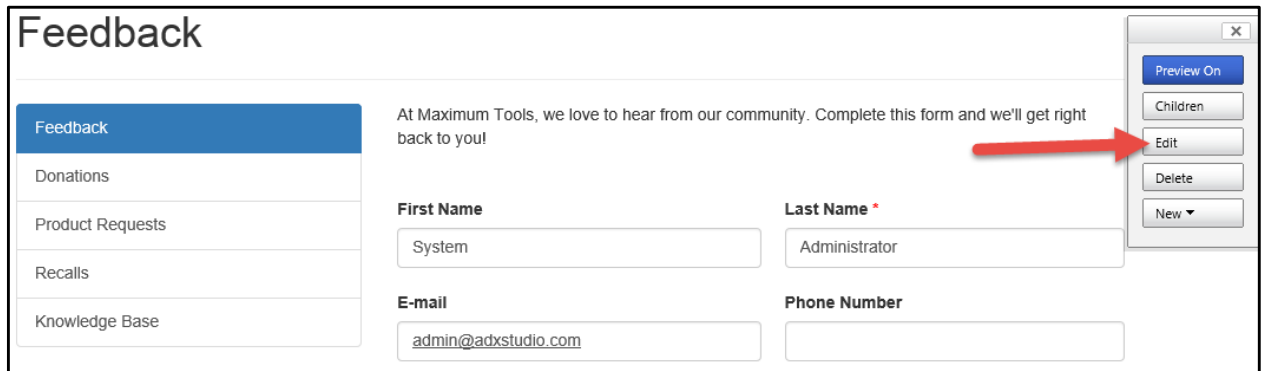
2) Click Customer Care and select Feedback.

3) Take a look at what the form currently looks like. You will move the Topic just below the First Name field and add Middle Name filed to form.

4) Click Edit.

5) Locate the Web Form field and make a note of the selected Web Form. Retail Feedback form is the form we will edit in Dynamics CRM.
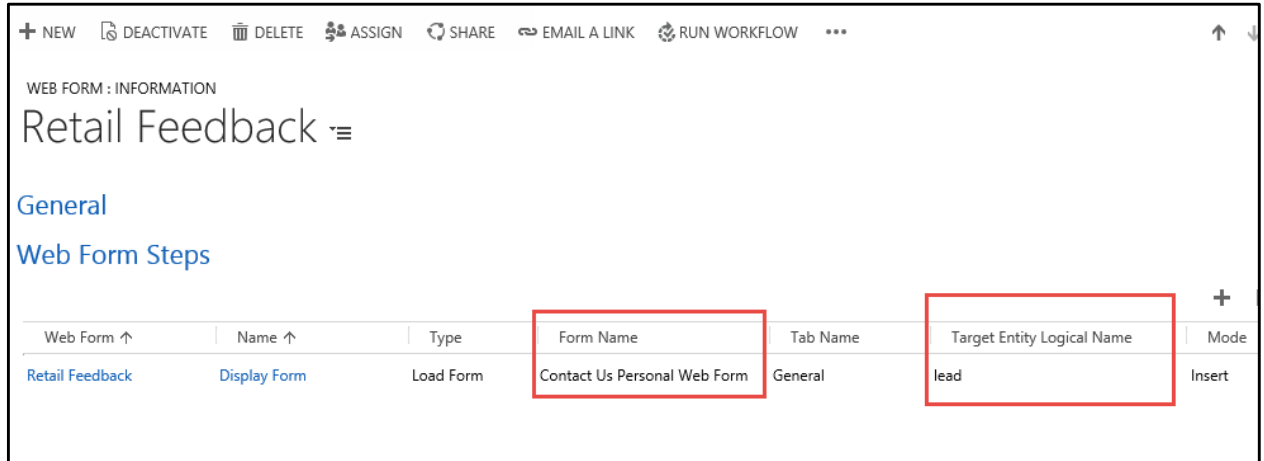
6) Go to your Dynamics CRM and navigate to Portals and click Web Forms.
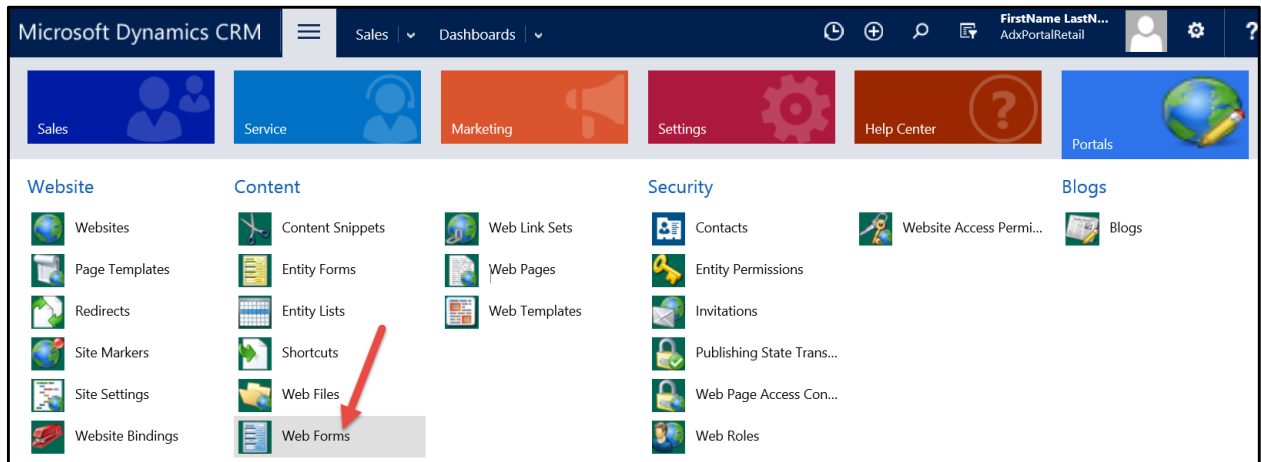
7) Locate the Retail Feedback web form and click on it.
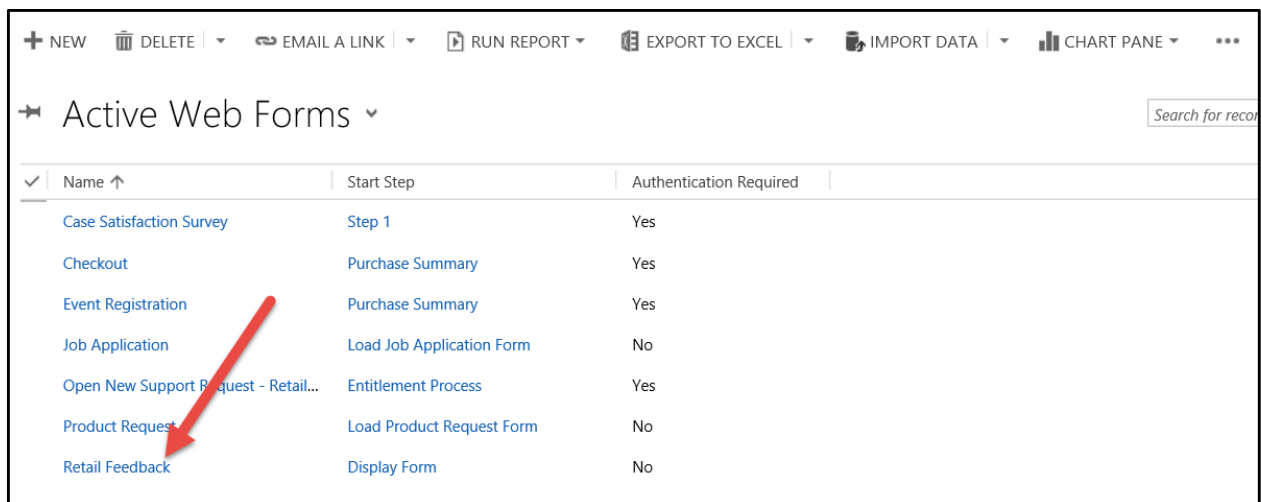
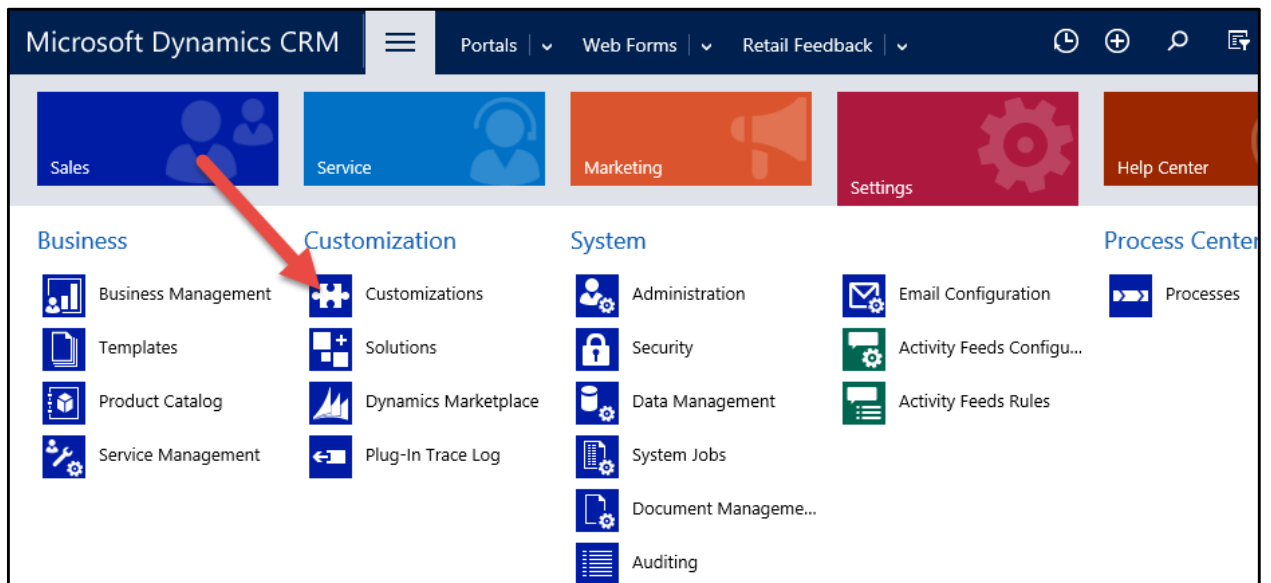8) We want to know the target entity of the Retail Feedback form and the name of the form. Scroll down to the Web Form Steps tab and take a note of the Target Entity and the Form Name.
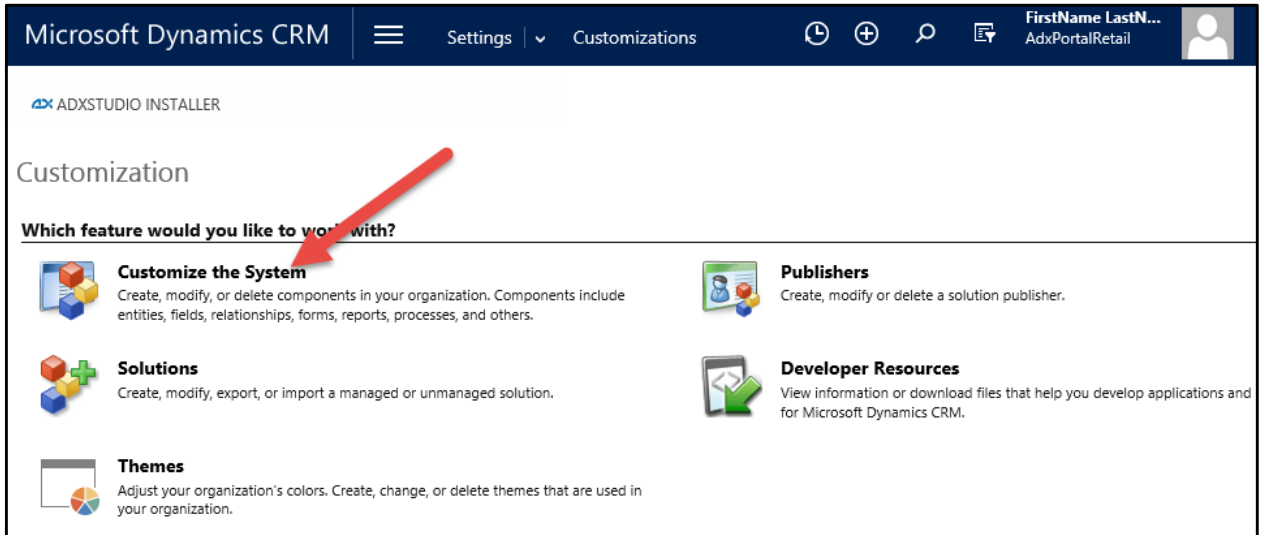

9) Navigate to Settings | Customizations.
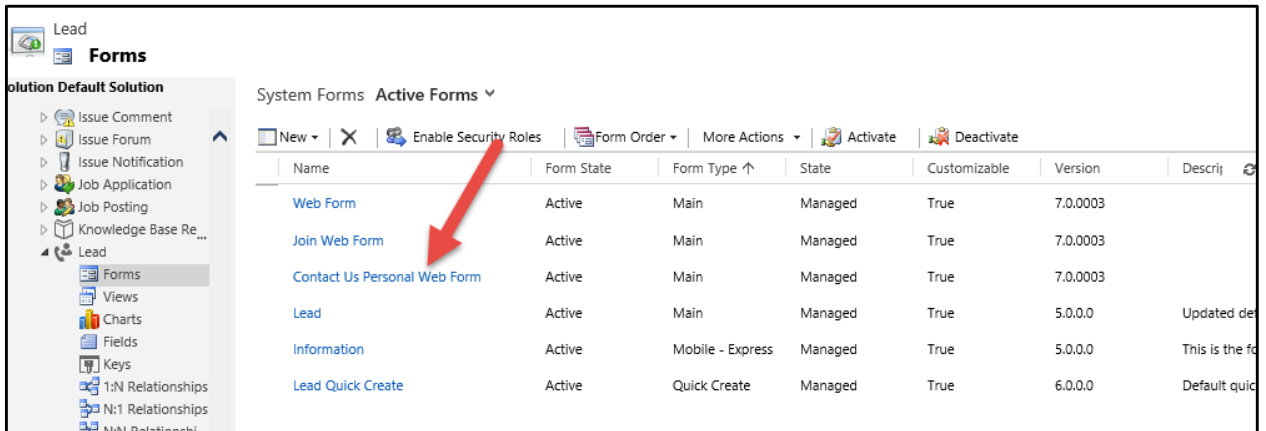
10) Click Customize the System.

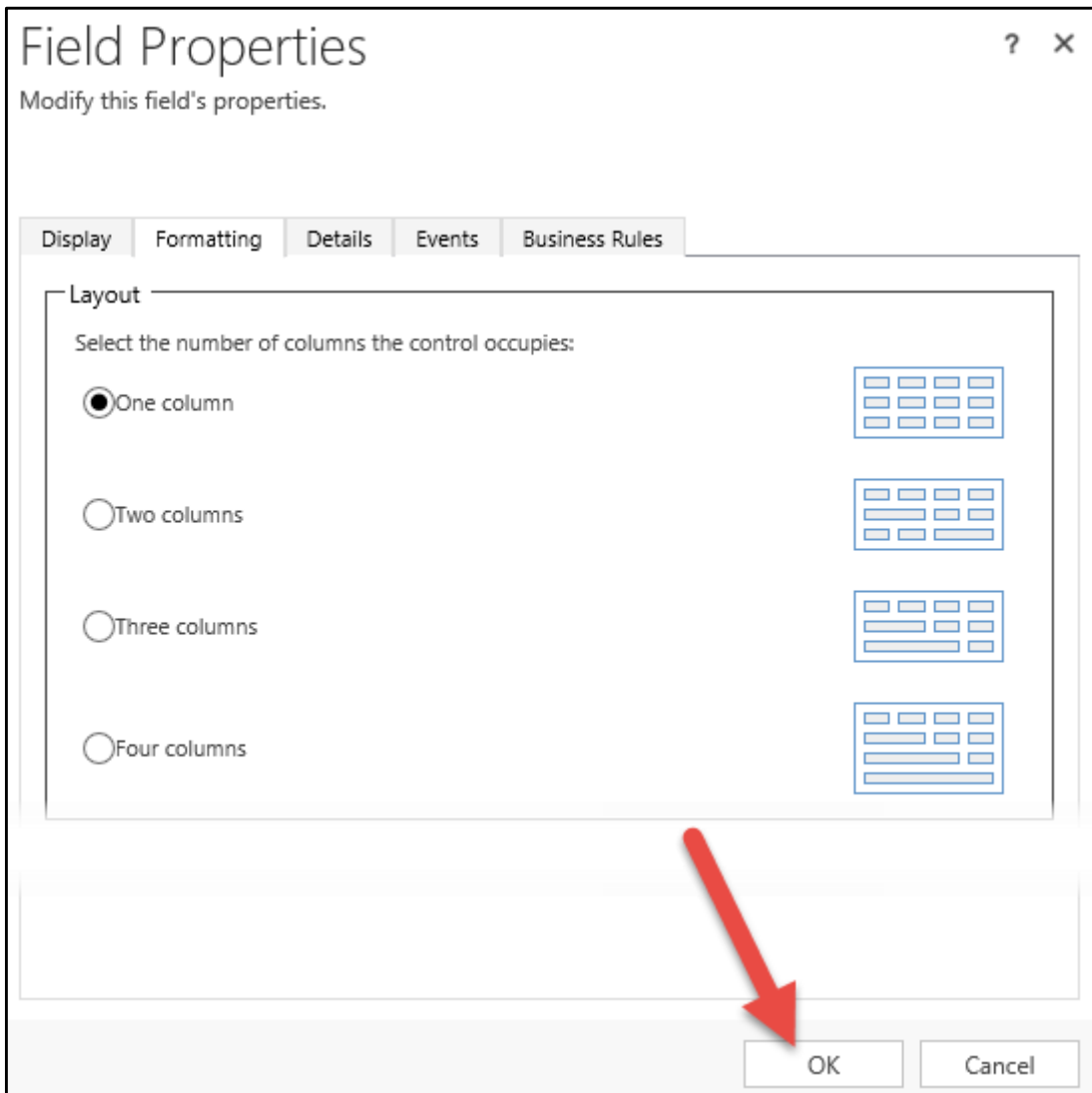11) Expand Entities, expand the Lead entity, select Forms, locate the Contact Us personal Web Form, and click on it.

12) Locate the Topic field and double click to open.

13) Select the Formatting tab, change the layout from two columns to one column, and click OK.

14) Move the Topic field below the First name field.

15) From the Field Explorer locate the Middle Name filed.

16) Add the Middle Name field to the form and place it just below the Last Name Field.

17) Click Save and Close.

18) Publish All Customizations.

19) Close the solution explorer.

20) Go back to your Portal and navigate to the feedback page. The form will be updated, and it will look like the image below.

This concludes the *Edit Existing Portal Forms* guide.