

Reports & Templates

How do I change the look and feel of the Web Entry Form?

There are templates that can be edited directly within OfficePool or copy/paste contents into an [HTML editor](#).

To access this template select the **Reports -> Edit Templates** menu item and select one of the templates that begin with "Web Entry Form" from the "Template to Modify" popup menu on right side of window.

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Author: OfficePool

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