How to Reposition Items in a Records Schedule

By default, newly created items display at the bottom of the Items table.
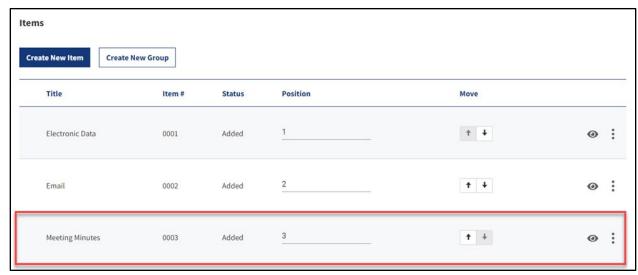

Figure 1 Items Table, Newly Created Item is Circled

You can either change their position number manually or move them using the positioning arrows.

Repositioning Items Manually

1. Enter the desired *position number* into the **Position field**.
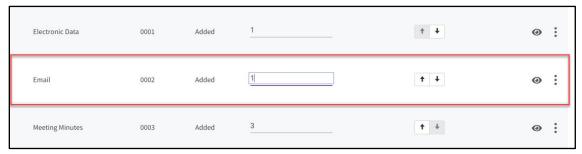2. Refresh your screen to update the table.

Figure 2 Position Field Edit on Items Tab. Repositioned Item is Circled

Repositioning Items Using the Position Arrows

3. Select either the *Up* or *Down* arrow.

4. Refresh your screen to update the table.

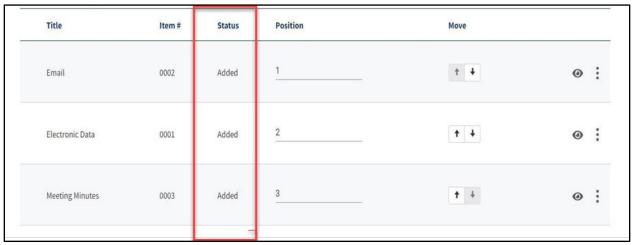*Figure 3 Move Function on Items Tab. Up/Down Arrow Circled*

Figure 4 Reordered Items Tab Example. Status of Items is Circled.

The *Item number* will match its position when the Records Schedule is either **Submitted for Certification** or **Certified**.

Office of the Chief Records Officer
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Training Implementation Team
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