Preview & Submit Tab

The **Preview & Submit** tab displays all the information you've entered about an item. Use this tab to review your entries, make edits, and/or add an item to your records schedule. You can also create a new item in this tab.

1. Review the information displayed in the tab.

Figure 1 Preview & Submit Tab: Item General Information Section Expanded

2. Click the ***plus (+) sign*** to expand a section.
3. Click the ***minus (-) sign*** to collapse a section.

Figure 2 Preview & Submit Tab (Collapsed View)

To edit the information:

1. Click ***Edit*** to edit information in a tab.

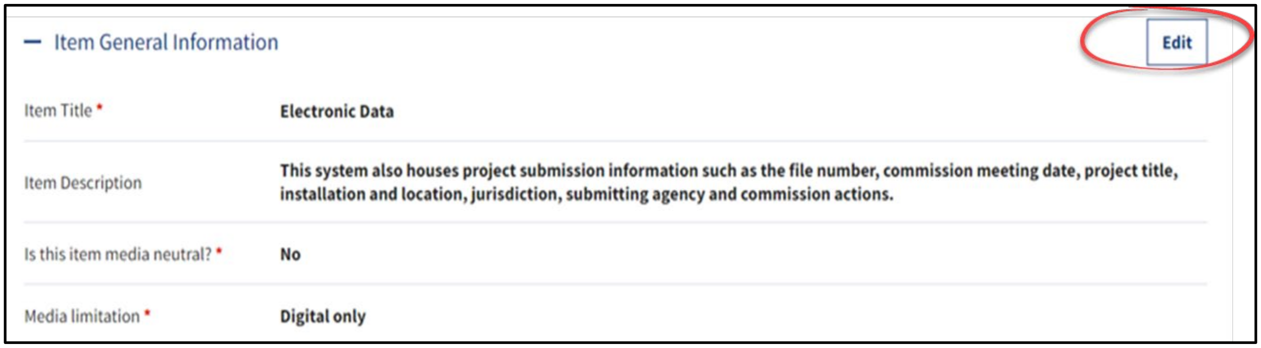

Figure 3 Preview & Submit Tab (Edit button is circled)

2. Click ***Save Changes***.
3. Click ***Add Item*** to add your item(s) to the **Records Schedule**.
4. If you are adding more than one item, click ***Add Item and Create Another***.
5. Follow the prompts and ***Enter information about the item(s).***
6. Once you're done, confirm that the ***item was successfully added***.
7. See the ***confirmation message*** in Figure 4.

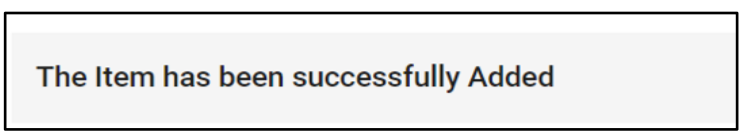

Figure 4 Add Item Confirmation Message

8. Repeat steps 1 through 6 until all items have been added.
9. Click ***Records Schedule Items*** to return to the **Items** tab.

Once you’ve entered the required information in the General Information and Contact Information tabs and it has been reviewed and saved, you can submit the records schedule for certification.