

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.

- Item General Information		Edit
Item Title *	Electronic Data	
Item Description	This system also houses project submission information such as the file number, commission meeting date, project title, installation and location, jurisdiction, submitting agency and commission actions.	
Is this item media neutral? *	No	
Media limitation *	Digital only	

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.

Required Field*

- + Item General Information Edit
- + Manual Citation Edit
- + Superseded Agency Disposition Authorities and GRS Deviations Edit
- + Disposition Instruction Edit
- + Additional Information Edit

Add Item Add Item and Create Another

Figure 2 Preview & Submit Tab (Collapsed View)

To edit the information:

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

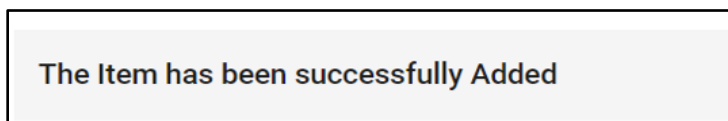


The screenshot shows a form titled "Item General Information". In the top right corner, there is a button labeled "Edit" which is circled in red. The form contains the following fields:

Item Title *	Electronic Data
Item Description	This system also houses project submission information such as the file number, commission meeting date, project title, installation and location, jurisdiction, submitting agency and commission actions.
Is this item media neutral? *	No
Media limitation *	Digital only

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.



The Item has been successfully Added

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.