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- Add Record Link in Application Schedules

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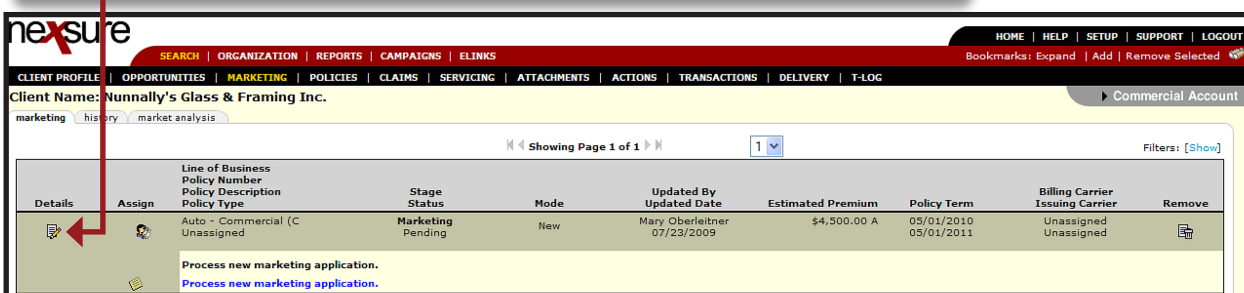
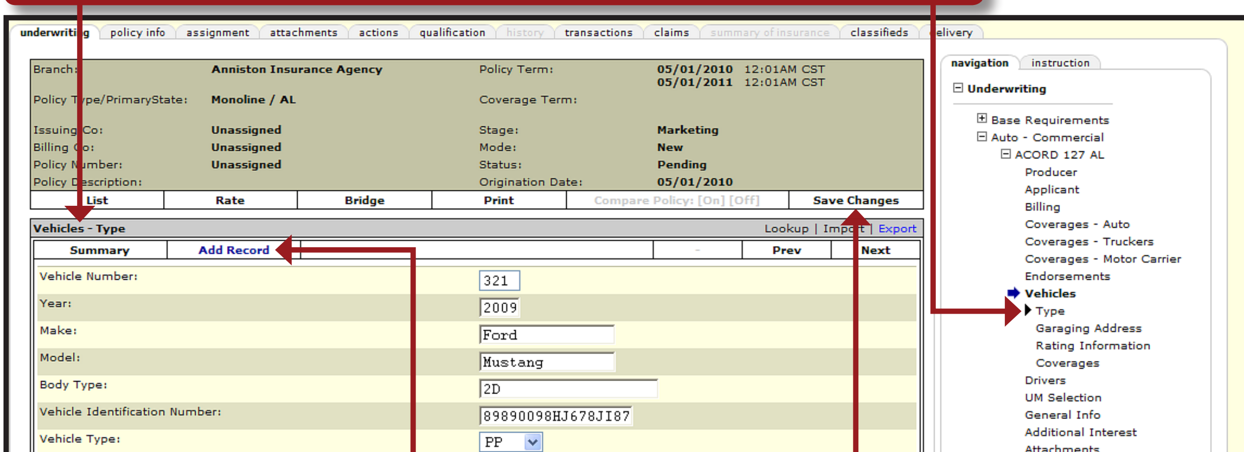
When entering items in an application that are contained in a schedule, use the **Add Record** link on the **Navigation Toolbar** to save the current record and add a new item without having to click **Save Changes** first. Perform the following steps after locating the client through **SEARCH** and clicking on the **Details** icon:

1. Click the policy **Details** icon (in this example, the **marketing** tab is being used) to access the application that needs to be updated on the **underwriting** tab.



2. On the **underwriting** tab, navigate to the scheduled section of the application where the new records need to be added (in this example, **Vehicles - Type** is selected).



3. After you have entered all information for the record and are ready to add the next record, click the **Add Record** link on the **Navigation Toolbar** to save the current record and open the entry screen for the next record. Once all records on the schedule have been added, click **Save Changes** on the **Navigation Toolbar**.