

# Add Scheduled Items to a Property Policy

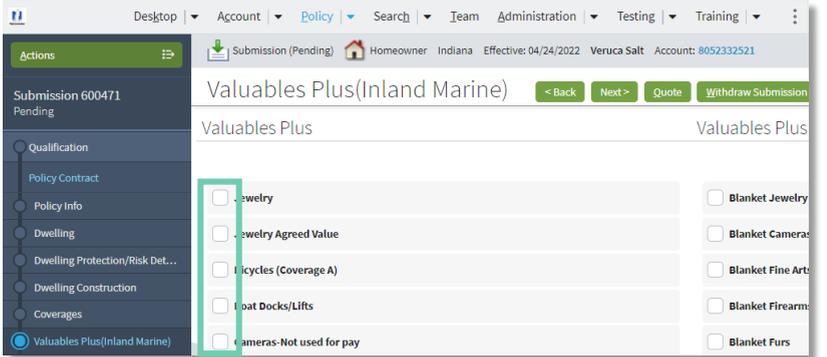
## PolicyCenter



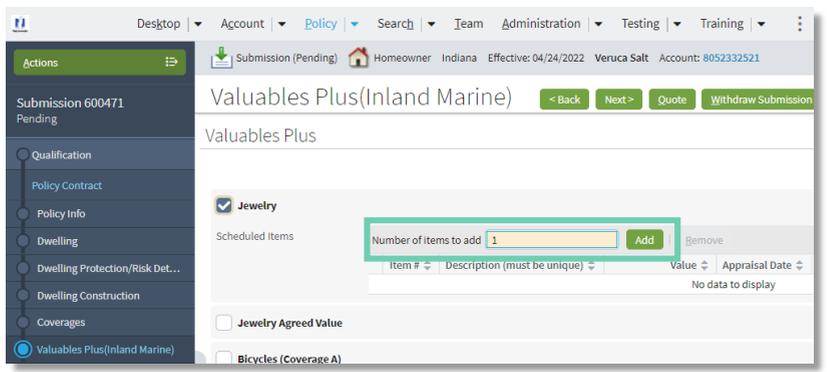
### Description:

This job aid describes the step-by-step process of how to add scheduled items (valuables) to a Property Full Application policy. This job aid starts at the *Valuables Plus* screen during the submission or policy change.

### Step 1

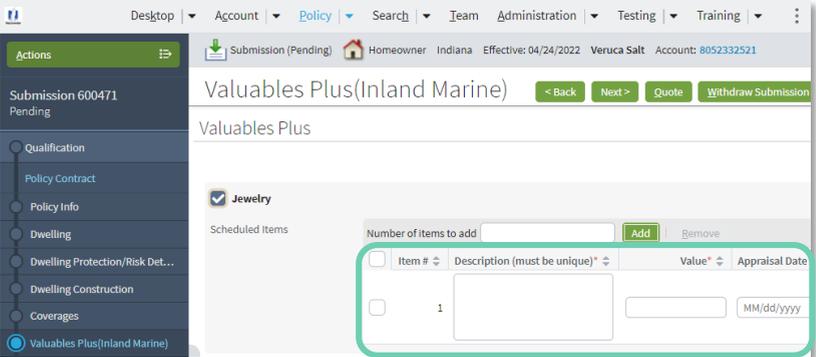
Action	Screen
<p>On the <i>Valuables Plus</i> screen:</p> <ul style="list-style-type: none"> <li>Select the checkbox to the left of the specific type of valuable (for example, <b>Jewelry</b>).</li> </ul>	

### Step 2

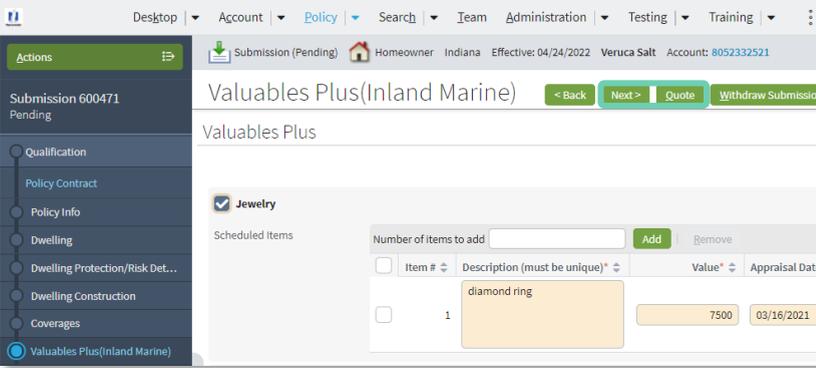
Action	Screen
<p>On the <i>Valuables Plus</i> screen, PolicyCenter displays the <b>Number of items to add</b> field.</p> <ul style="list-style-type: none"> <li>Enter the number of line items for the selected valuable (for example, if you are only adding a single piece of jewelry, enter a “1”).</li> <li>Click the <b>Add</b> button.</li> </ul>	

## Job Aid Process (Cont.) :

### Step 3

Action	Screen
<p>On the <i>Valuables Plus</i> screen, PolicyCenter displays new fields for the number of line items specified (one (1) in this example).</p> <ul style="list-style-type: none"> <li>Enter a <b>Description</b>, <b>Value</b>, and <b>Appraisal Date</b> in the required fields.</li> </ul>	

### Step 4

Action	Screen
<p>On the <i>Valuables Plus</i> screen:</p> <ul style="list-style-type: none"> <li>Repeat as needed for additional valuable items needing to be scheduled.</li> <li>When finished with entries, proceed with the submission or policy change. <ul style="list-style-type: none"> <li>Select <b>Next</b> if there are other changes to be made to the policy.</li> <li>Select <b>Quote</b> if there are no additional changes to be made.</li> </ul> </li> </ul>	

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