The ITEMS Tab

The **ITEMS** tab in the SharePoint ribbon offers options to work with the items in a SharePoint list.

1. Navigate to the list.
2. On the ribbon, click the **ITEMS** tab.
3. To work with an existing item, select it by clicking the checkbox next to the title of the item.

Note: The options available to you vary with your permissions.



## New Group

* **New Item**: This option lets you add a new item to the list. There may be several types of items to choose from.
* **New Folder**: If folder creation is enabled, you can add a folder to the list.

## Manage Group

* **View Item**:See the item’s name, title and other metadata.
* **Edit Item**: This option lets you update an item and its properties.
* **Version History**: If versioning is turned on, you can review who has modified the item and read any comments about the change.
* **Shared With**: Not supported.
* **X Delete Item**: When you delete an item, it is sent to the Recycle Bin.

## Actions Group

* **Attach File**: Items can have one or more files as attachments.

## Share & Track Group

* **Alert Me**: You can create an alert if you want to be emailed when changes are made to the item or you can manage all of your alerts.
* **Popularity Trends**: SharePoint tracks usage statistics and creates an Excel spreadsheet that reports and graphs the number of hits and unique users by day and by month.

## Tags and Notes Group

* **Tags & Notes**: Not supported.

## Workflows Group

* **Workflows**: If workflows have been created, start a new workflow or view the status of a workflow that is running or has completed. Workflows are set at the list level, but executed on individual items.
* **Approve/Reject**: If content approval has been enabled, this is the option that lets you approve or reject an item.

Detailed help files are available for many of these commands and tools.