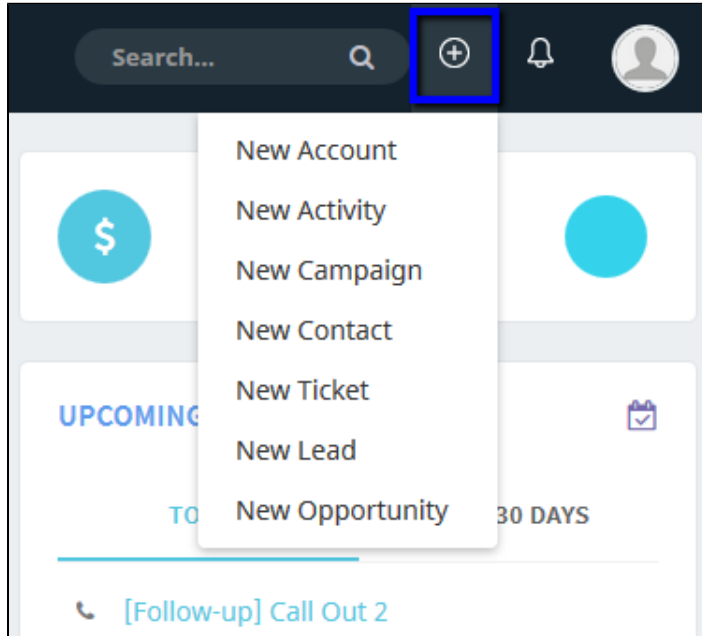


Creating a Record

To create a record users can use the Quick Create drop-down located as the "Plus" sign in the top right corner of your AMPED Header. Users can also create a new record on each module list view page by selecting "Add New" at the top and bottom of each list.

[Creating a Record \[Video\]](#)

Quick Create:



There are two ways a user can create a record: by **creating a new record on each module list view page** or by using **Quick Create**.