# Add a Lost Item

After clicking on the dropdown in the top right corner, click “Add Lost Item”. You will then be redirected to page to add a new lost item.

Please fill out all fields for item description, Street address and phone number. Select one of the three options for region found.

Once done, click the submit button. You will then be redirected to another page to upload a photo of the lost item. This process is the same as uploading a profile picture or resume.

When you are finished, click the link to view all lost items. You can also navigate to that page from the dropdown in the right corner.

# View Lost Items

When viewing lost items, the page will load all items that you have found first, then it will load all items that you have not found

For items, which you have found, you have the option to change the photo by clicking on the change photo link.

If your item has been claimed by someone, it will display the name of the person and their email.

You have the option to unclaim an item or set it back to that state that not one has claimed it. This happens if it is determined that the person who claimed the item does not own the item.

You also have the option to delete the item when the process is finished. You do this by pressing the delete item button.

For items, which you have not found, you have the option to claim an item by clicking the ‘’claim item button’’. Once button is clicked, the page will flash the phone number of the person who found the item only if you are friends with the person. Otherwise, the page will flash the email.

If the item has been claimed by someone already, it will be indicated.

For each item, the location address will be displayed and a google maps mini-map with a pin on the address will indicate where the item is.