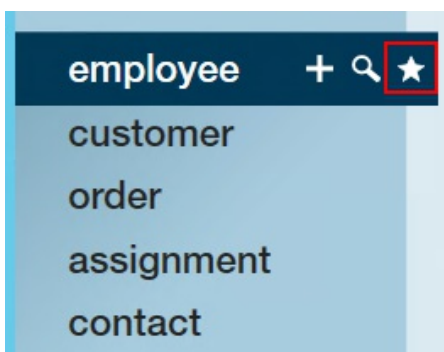# Record Favorites

Last Modified on 05/04/2018 4:34 pm CDT

Saving record favorites allows users to quickly navigate to records without having to run a search, even after logging out and logging back in.
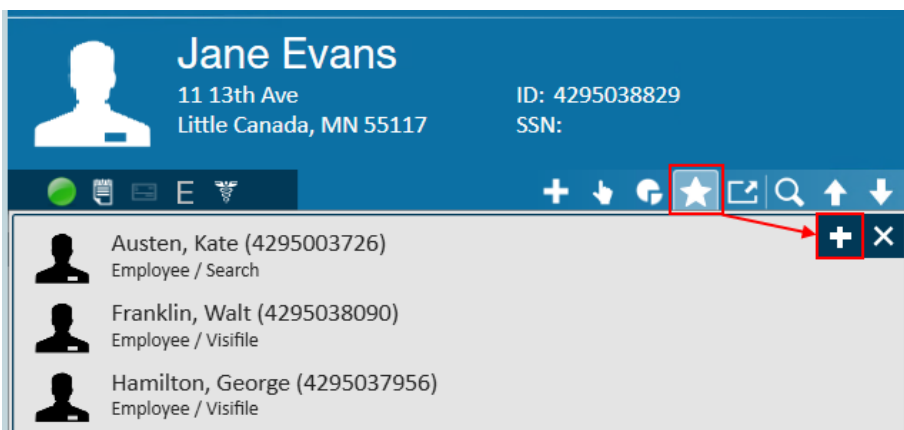
How to View Favorites:

Favorites are accessible via the star icon and each record type is eligible to have favorites tied to it:

How to Add Favorites:

Saving a record as a favorite is quick and easy. With the record in view, simply select the star icon from the avatar area to open the favorites menu, and the **+** icon to save the open record as a favorite:

Note that not only will the open *record* save as a favorite, but so will *the current page of the record in view*. For example, in the image below we see a user's favorite employee records (reminder that this is achieved by simply hovering over the star icon from the navigation tree). Navigating to Will Rogers will take the user to the *details* page of that record, while

navigating to Olive Smith will take the user to the *visifile:*

How to Remove Favorites:

Removing all Favorites:

Removing a favorite record is quick and easy. With the record in view, simply select the star icon from the avatar area to open the favorites menu, and the **x** icon to clear the entire list of favorites saved to that record type:

Users will be asked to confirm this action:

Removing Favorites Individually:

By hovering over a specific record from the favorites menu, users can select the **x** icon to remove that individual record from their list of favorites:

Related Articles