

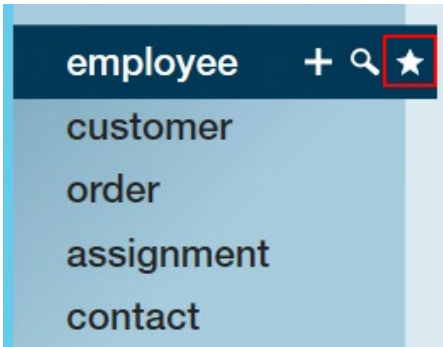
Enterprise - Record Favorites

Last Modified on 02/26/2025 3:23 pm CST

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:

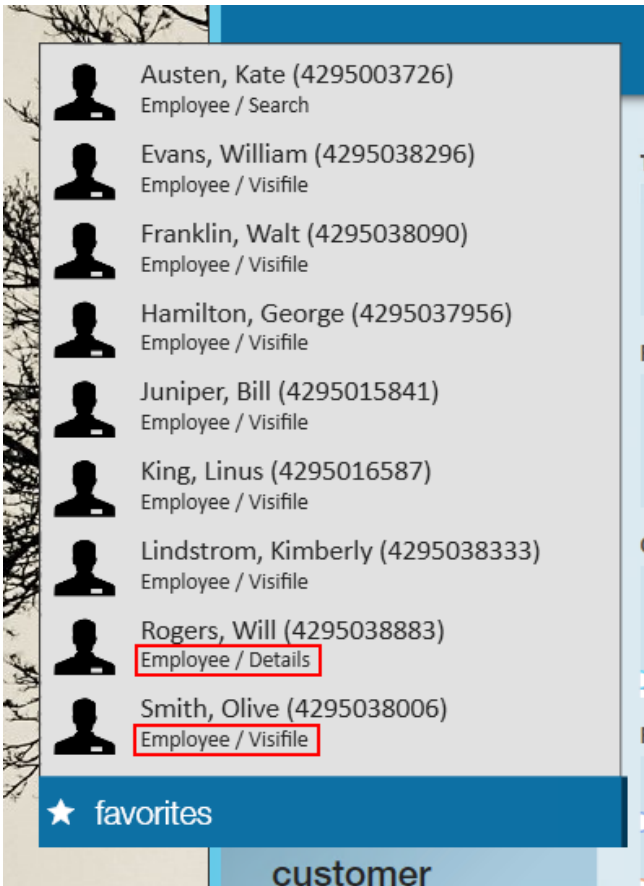


How to Add Favorites:

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:



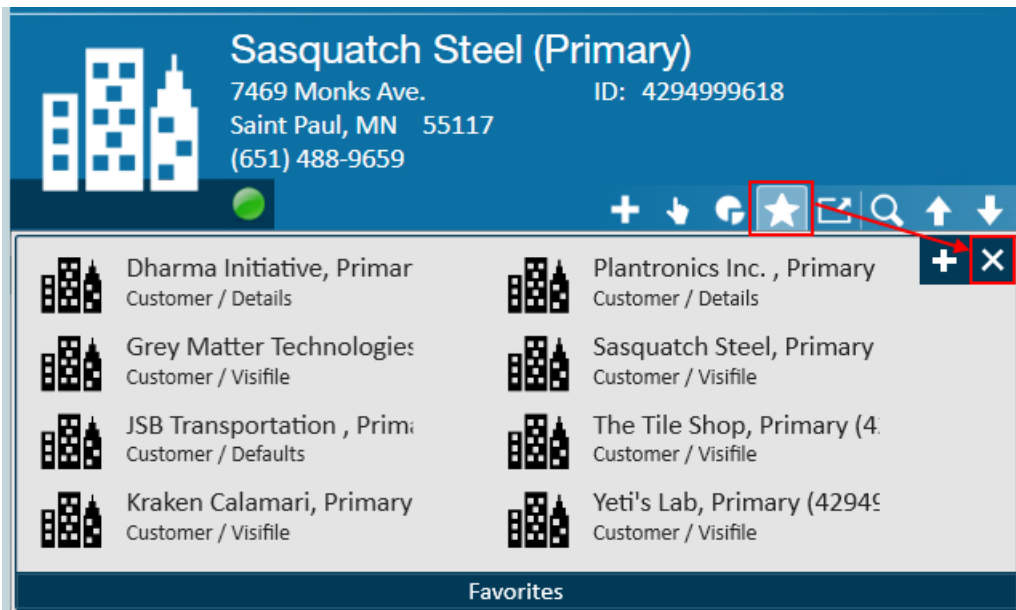
Note that not only will the open *record* save as a favorite, but so will *the current page of the record in view*. For example, in the image below we see a user's favorite employee records (reminder that this is achieved by simply hovering over the star icon from the navigation tree). Navigating to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



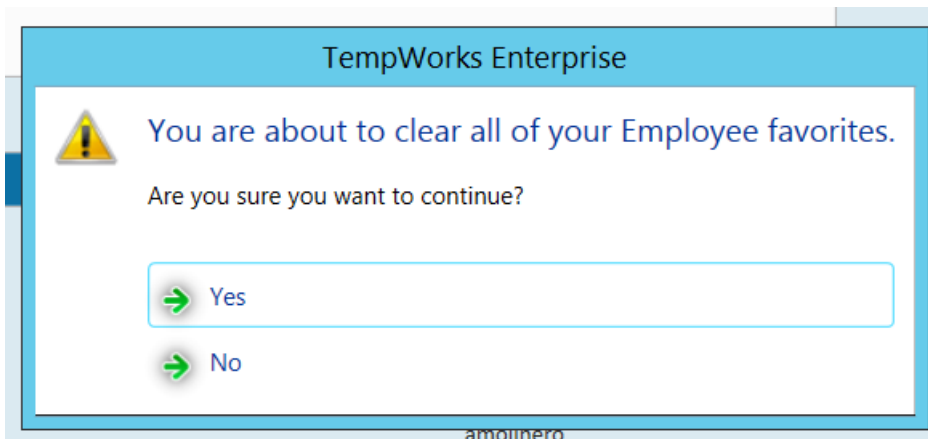
How to Remove Favorites:

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:

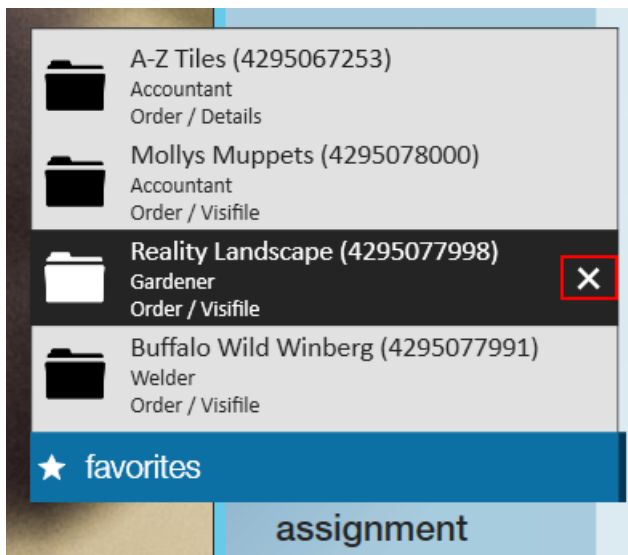


Users will be asked to confirm this action:



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:



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