Favorites

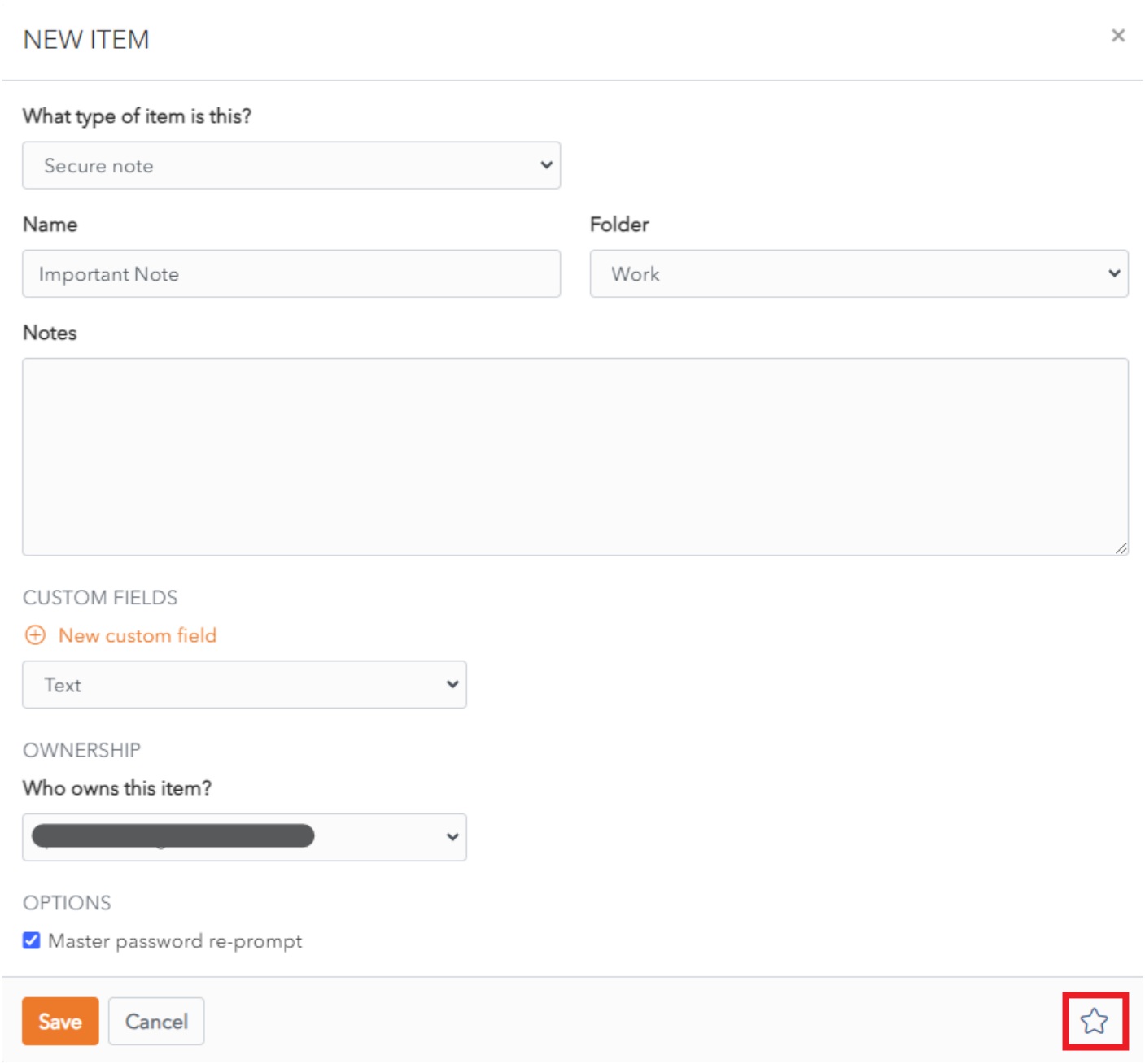
An Item can be marked as a favorite to make it **easier to locate**. All favorites are **grouped together**.

This works for Individual **Vaults** and **Shared Vaults**.

> Marking an Item in a **Shared Vault** as a favourite puts it in **your favourites only**. It will **not** be marked as a **favourite** for **other users** of the Shared Vault.

Add to Favorites

From the **Create Item** or **Edit Item** Screen, an click on the  **Favorites button.**



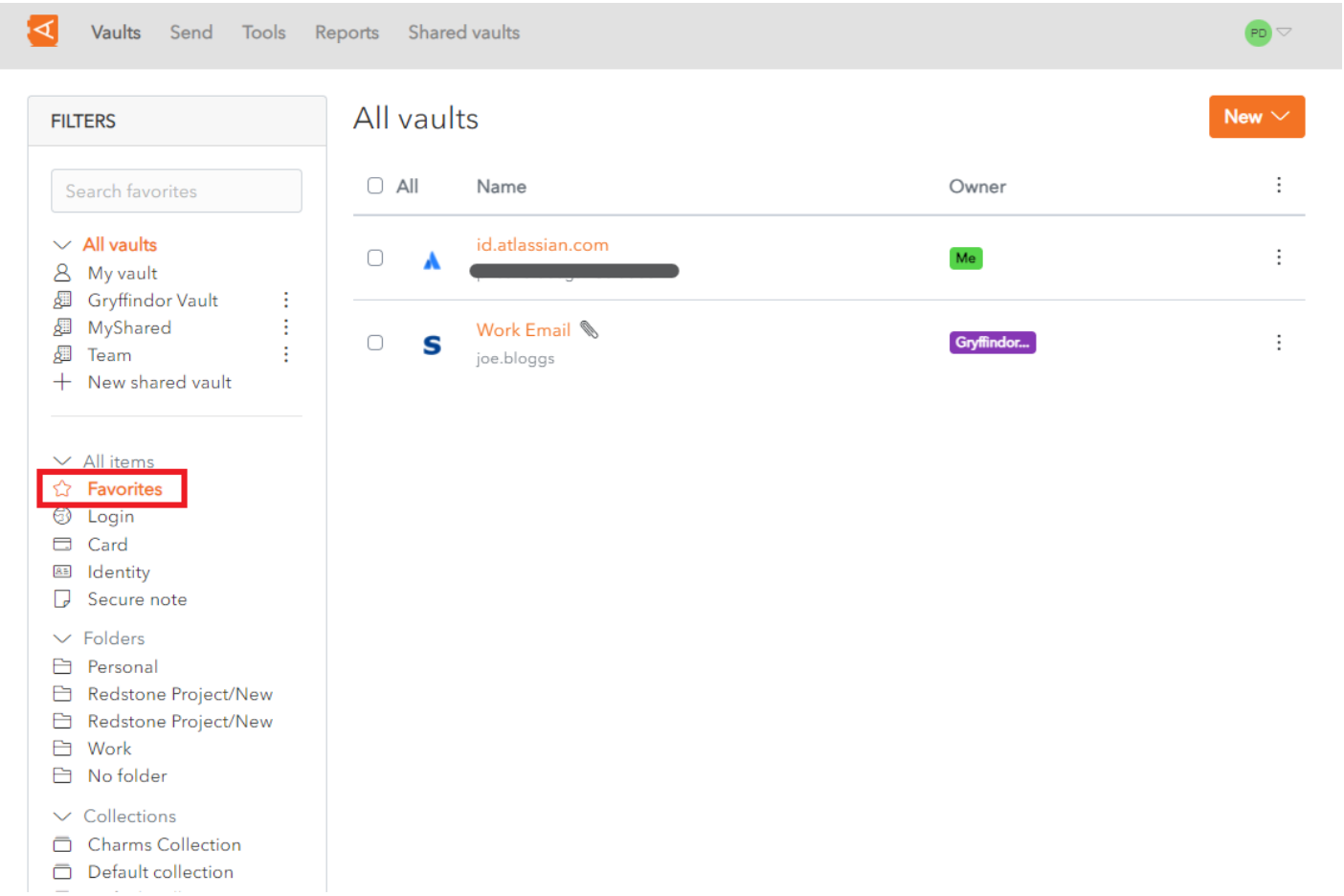
The **Favorites button** turns **blue** .

Click **Save** to save the change. The Item is **displayed** in **Favorites**.

Alternatively, click **Cancel** to cancel the operation.

Display Favorites

From the **Item List**, click the **Favorites link** in the **Filter Menu**.

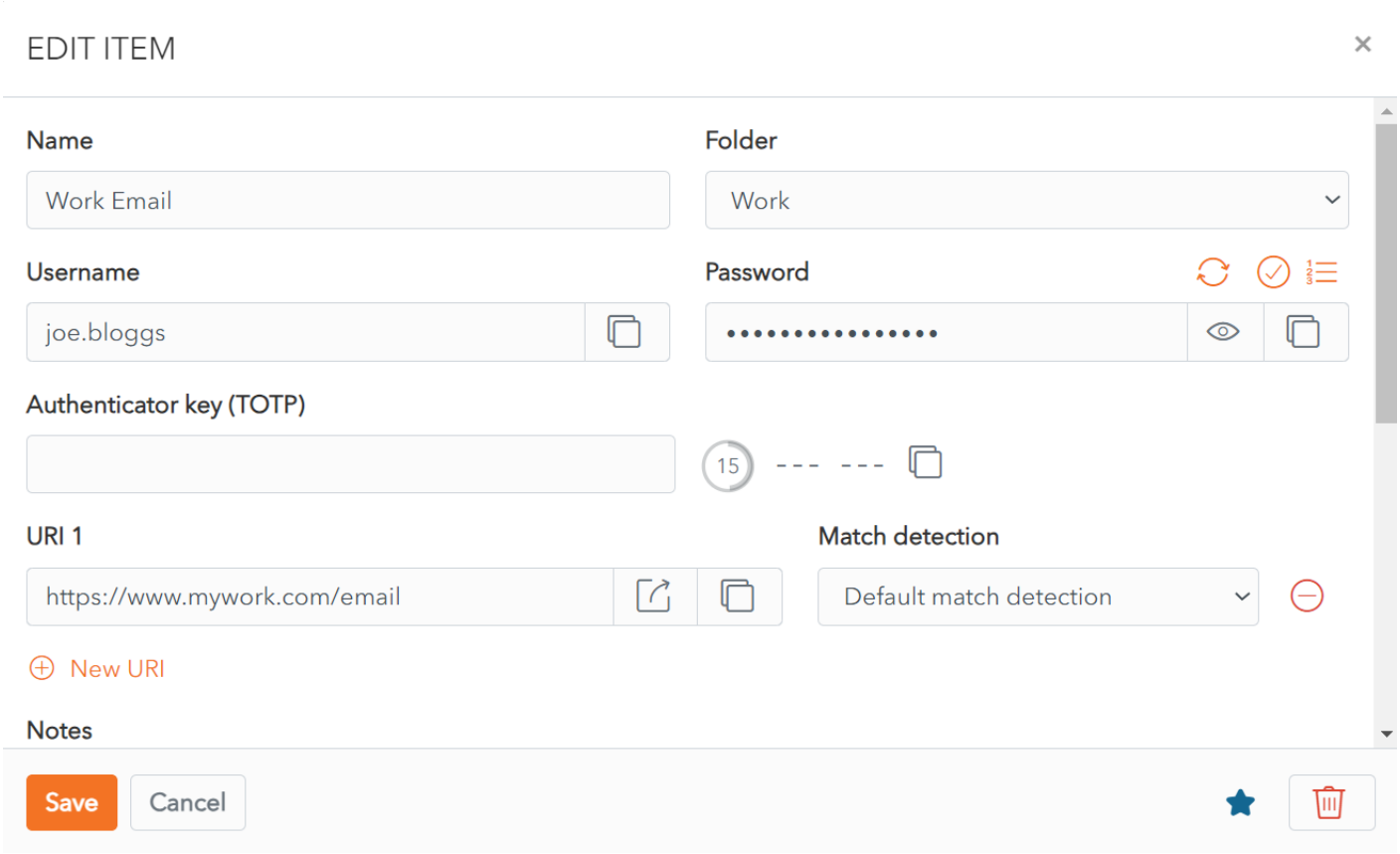


All Items marked as **Favorites** are **displayed**.

Remove from Favorites

To remove an Item from favorites, click on an Item in the Item List open it.

The Item Screen displays. The favorites button is blue .



Click the favorites button. The **favorites** button **turns white** ☆.

Click **Save** to save the change. The Item is now **removed** from **favorites**.

Alternatively, click **Cancel** to cancel the operation.

Revision #1
Created 13 December 2023 08:43:50 by WALLIX Admin
Updated 6 January 2025 19:32:42 by WALLIX Admin