

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**.

NEW ITEM ×

What type of item is this?

Secure note ▼

Name

Important Note

Folder

Work ▼

Notes

CUSTOM FIELDS

⊕ New custom field

Text ▼


OWNERSHIP

Who owns this item? ▼

OPTIONS

☒ Master password re-prompt

SaveCancel



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**.

Vaults

Send

Tools

Reports

Shared vaults

PD

FILTERS

Search favorites

✓ All vaults

My vault

Gryffindor Vault

MyShared

Team

New shared vault

✓ All items

☆ Favorites

Login

Card

Identity

Secure note

✓ Folders

Personal

Redstone Project/New

Redstone Project/New

Work

No folder

✓ Collections

Charms Collection

Default collection

All vaults

New

☐ All

Name

Owner

☐

id.atlassian.com

Me

☐

Work Email

joe.bloggs

Gryffindor...

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 ★.

EDIT ITEM

×

Name	Folder
<div>Work Email</div>	<div>Work</div>
Username	Password
<div>joe.bloggs</div>	<div>.....</div>
Authenticator key (TOTP)	
<div></div>	<div>15</div>
URI 1	Match detection
<div>https://www.mywork.com/email</div>	<div>Default match detection</div>
<div>⊕ New URI</div>	
Notes	
<div>SaveCancel</div>	
<div>★</div>	

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.

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