

# 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**.

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

Save

Cancel



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**.

**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

<input type="checkbox"/> All	Name	Owner	
<input type="checkbox"/>	 id.atlassian.com		⋮
<input type="checkbox"/>	 Work Email joe.bloggs		⋮

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



<b>Name</b>	<input type="text" value="Work Email"/>	<b>Folder</b>	<input type="text" value="Work"/>
<b>Username</b>	<input type="text" value="joe.bloggs"/>	<b>Password</b>	<input type="password" value="....."/>
<b>Authenticator key (TOTP)</b>	<input type="text"/>		
<b>URI 1</b>	<input type="text" value="https://www.mywork.com/email"/>	<b>Match detection</b>	<input type="text" value="Default match detection"/>
	<a href="#">⊕ New URI</a>		
<b>Notes</b>			

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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