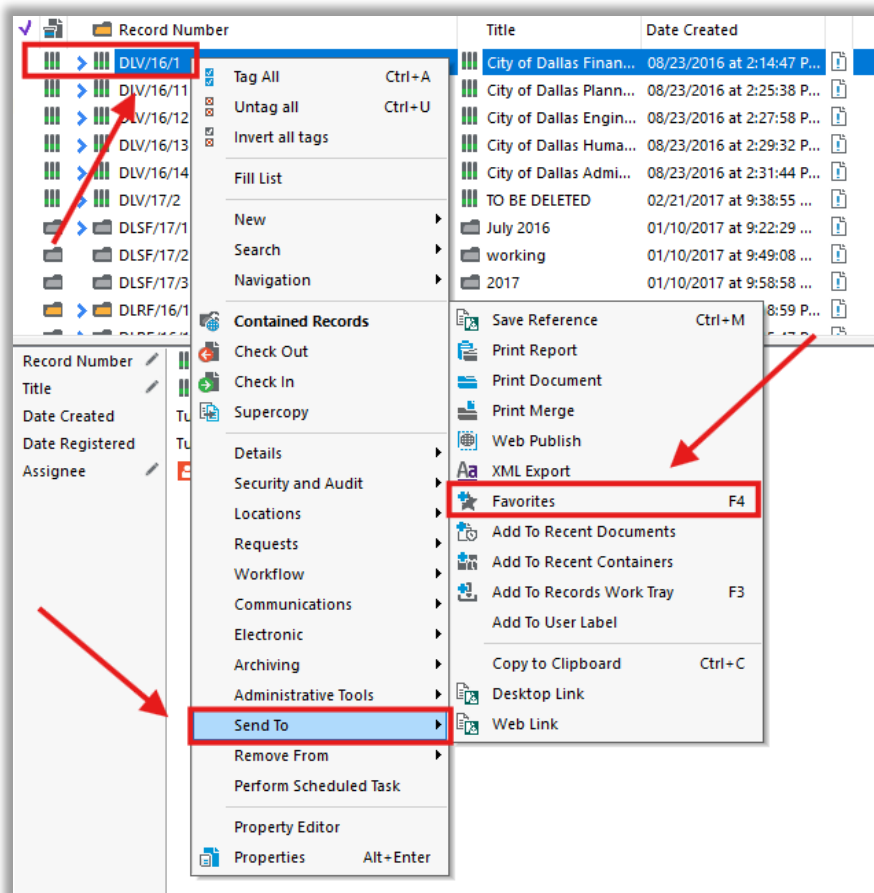


Adding & Removing Favorites

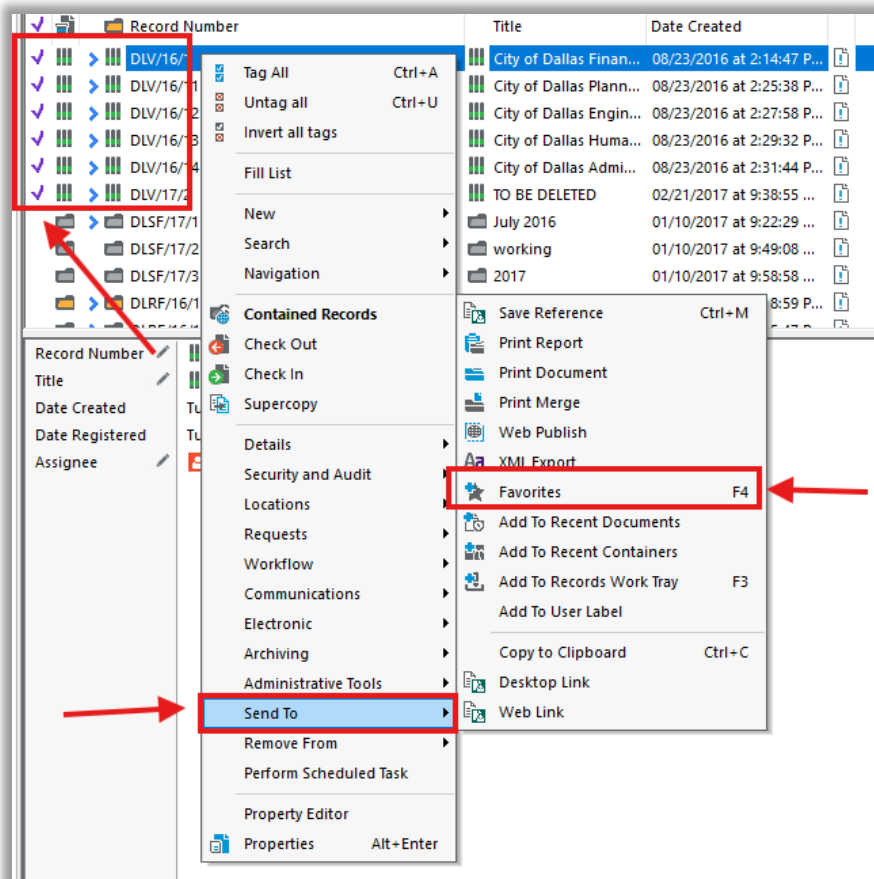
Step 1. Find a record (folder, document, etc.) that you would like to add to your **Favorites**.

Step 2. **RIGHT-CLICK** on the record, hover your cursor over **SEND TO**, then click on **FAVORITES**.



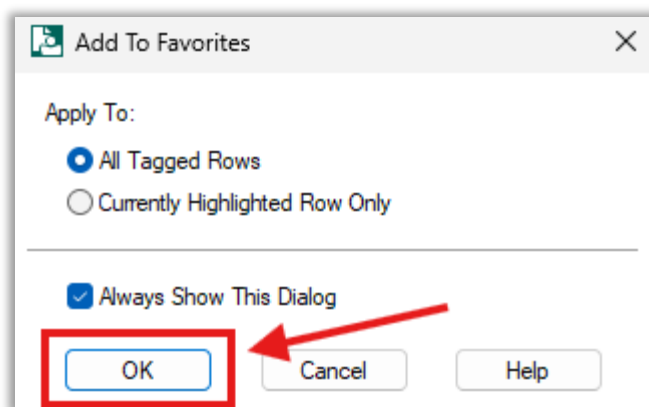
Note: To add multiple records to favorites, click on the empty space to the left of each record to make a **CHECKMARK** ✓ appear.

RIGHT-CLICK on any of the listed records, hover your cursor over **SEND TO** then click on **FAVORITES**.

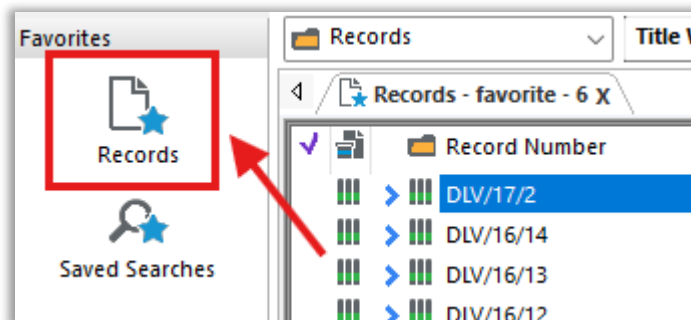


Adding & Removing Favorites

Step 3. On the pop-up window, click on the **OK** button.



Step 4. Click on the **RECORDS** icon under the **FAVORITES** **TAB** on the left side of the screen to quickly open your selected Favorite Records at any time.



How to Remove Records from Favorites:

Step 1. RIGHT-CLICK on the Record that you no longer want in your Favorites.

Step 2. Hover your cursor over **REMOVE FROM** then click on **REMOVE FROM FAVORITES**.

