

# Access Records Quickly via Favorites and Recent Shortcuts

## Introduction

The Shortcuts pane on the left of the Content Manager interface includes Favorites and Recent tabs, where you can quickly access records you access regularly, or those you've used recently.

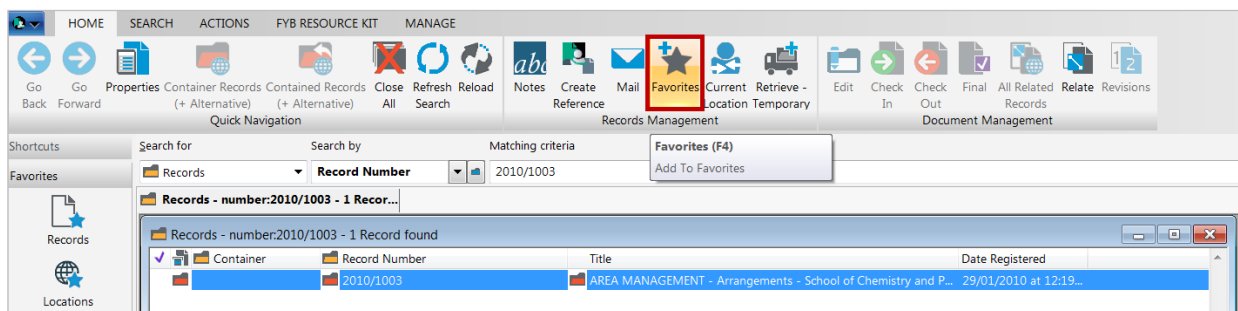
## Procedure

### Add a Record to Favorites

1. Locate the document or file you wish to favourite and **click its title** to select it (it'll be highlighted blue).



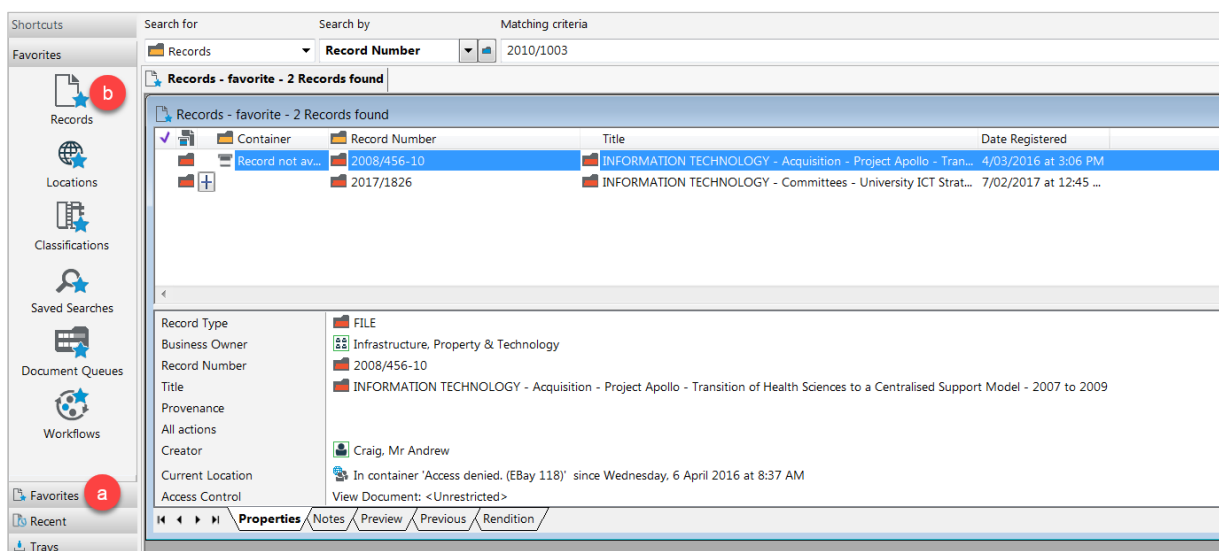
2. Click the **Add Favorites** icon on the Home ribbon, or press your **F4 key**.



**Note:** When you "favorite" the record, you won't see anything change on the screen. To verify that the record has been added to your favorites, view your favorite records as shown below.

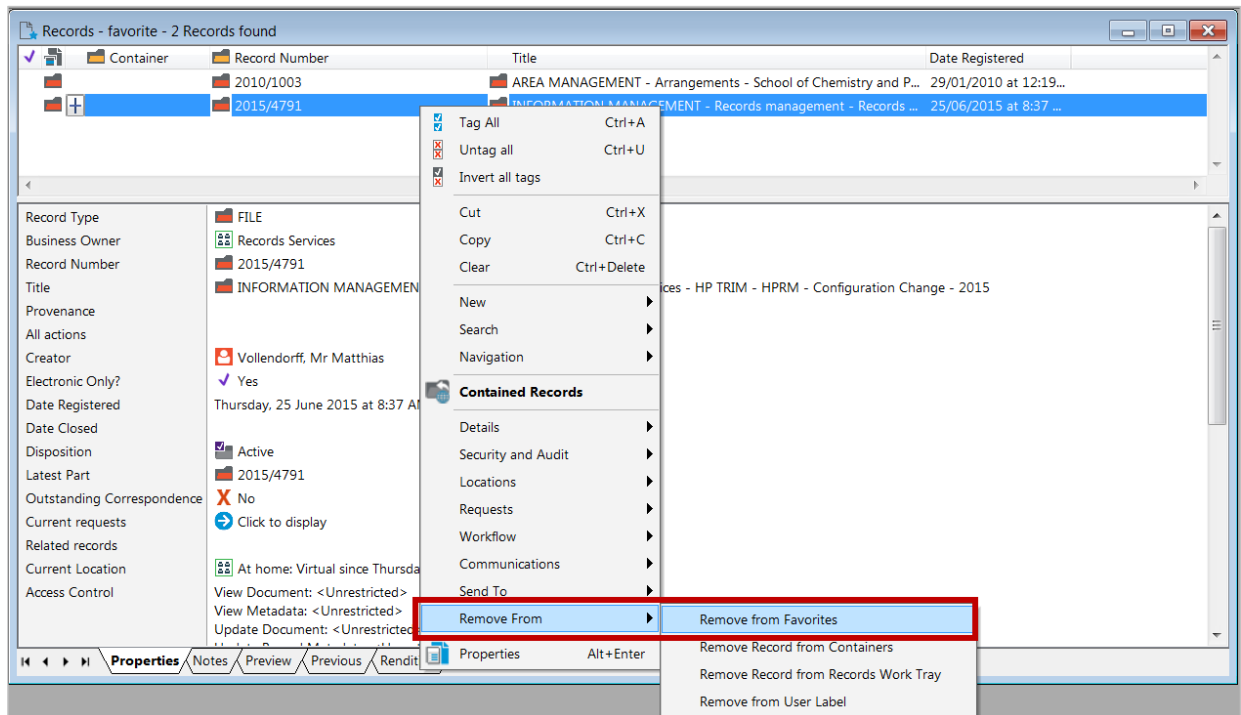
### View Your Favorites

1. In the Shortcuts pane on the left of screen, open the **Favorites** tab then click **Records**.



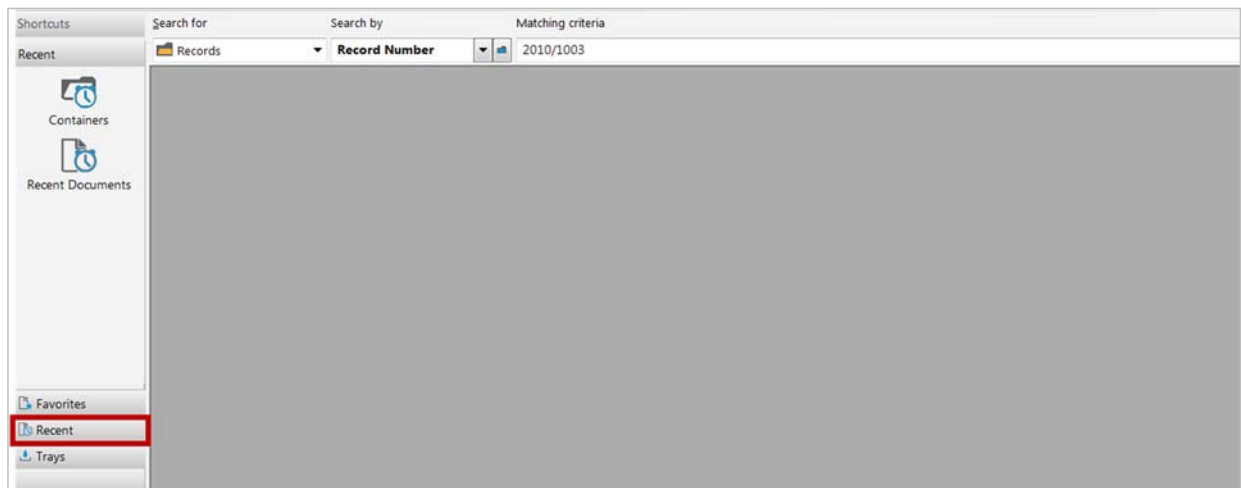
## To Remove a Record From Favorites

1. Open **Favorites** then **Records**.
2. **Right-click** on the record title and select **Remove From> Remove from Favorites**.

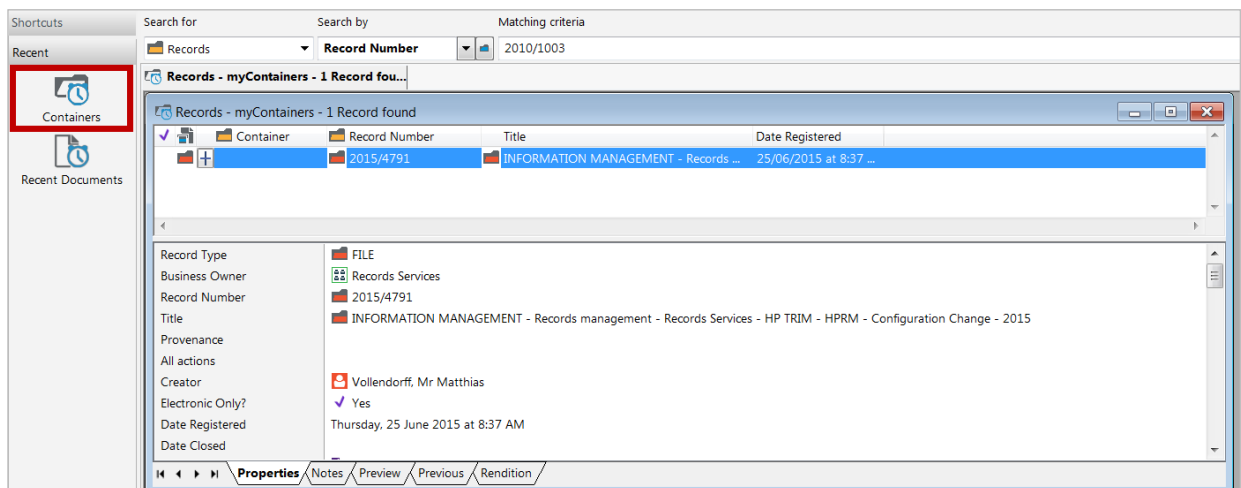


## View Recently Used Records

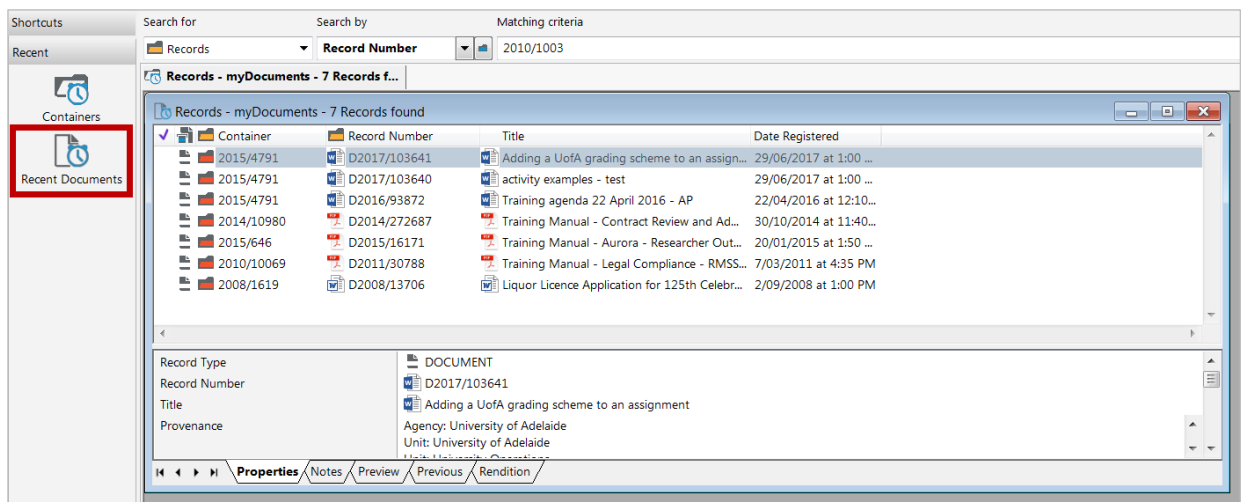
1. On the **Shortcuts** pane, click **Recent**.



- Click **My Containers** to displays the containers (files) you've used recently. The list will show up to 25 containers.



- Click **Recent Documents** to display the last 25 documents that you created, created a new revision of, or downloaded from the system.



## Contact Us

For further support or questions, please contact Records Services on **8313 5334** or [records.services@adelaide.edu.au](mailto:records.services@adelaide.edu.au)