

Adding Records to Favourites

The most useful Tray in **TRIM (HPE Records Manager)** is Favourite Records. This is a place you can store a link to your most frequently used items for quick and easy access.

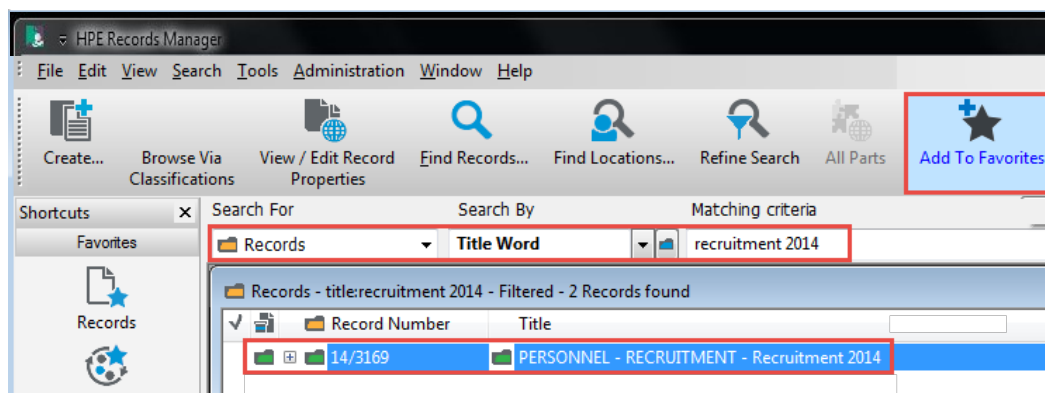
Locate the record that you want to add to your favourites – Refer to the **Searching for Records** Quick Reference Guide to assist.

Note! You can add any Record Types to your Favourites documents, files, sub files etc.

In this example I have **searched** for **Recruitment 2014**

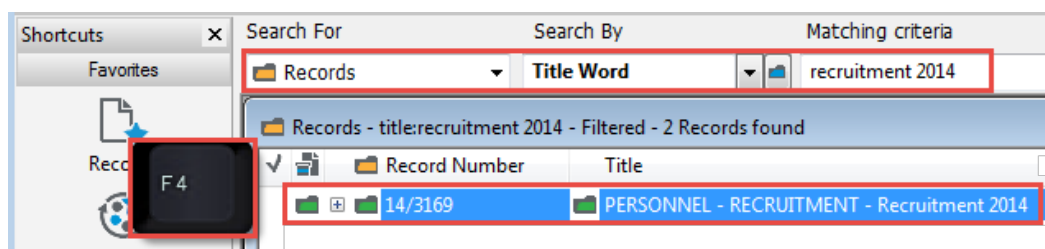
Once you find the record you want

1. **Highlight** the record
2. Click **Add To Favourites** on your **toolbar**

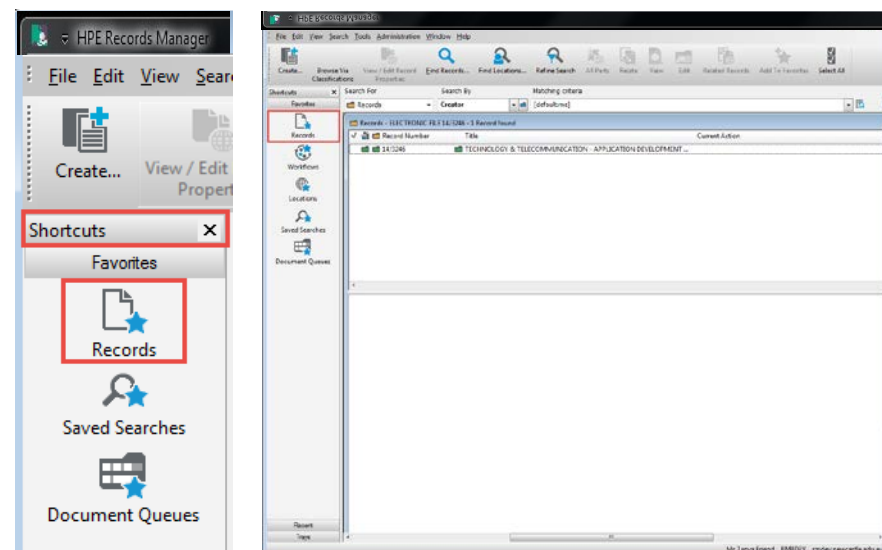


Or

1. **Highlight** the record
2. Press **F4** on your keyboard



You can access your **Favourite Records** from the **Shortcuts** Menu on the left hand side of the **TRIM** window



Removing Records from your Favourites

If you no longer require quick access to a record, you can remove the link from your Favourites.

1. Navigate to your **Favourites**
2. **Highlight** the record you want to remove
3. Right Click > Remove From > Remove from Favourites

