

## Default lists

The default lists in F2 help you stay on top of and keep track of your work. The default lists are located to the left of F2's main window.



### Archive

The *Archive* contains all material in F2. Here you must perform a search to see any records or cases. You can find any record or case to which you have access by performing an advanced search in the *Archive*.



### My inbox

Emails, chats, requests, and approvals that are sent to you appear in *My inbox*. When a colleague allocates the responsibility for a record to you, it also appears here.



### My desktop

You can find all records you create on *My desktop*. From here you can perform your daily tasks.



### My archive

*My archive* contains all records you open or are involved in. *My archive* is a good place to start when searching for something you have seen before.



### My sent records

All records you have sent can be found in *My sent records*.



### My chatted records

All records you have chatted can be found in *My chatted records*.



### Outbox

The *Outbox* contains records in the process of being sent. Once sent, a record disappears from the *Outbox* and appears in *My sent records*.



### Latest documents

You can find the documents you most recently worked on in *Latest documents*.