Tidying up in F2

Keeping your lists tidy improves your F2 experience. For instance, you can tidy up your inbox and desktop by removing records you are no longer working on. F2 offers different tools for tidying up lists. Select one or more records and use one of the following functions:

Archive records

Click **Archive** to remove a record from *My inbox* and *My desktop*. You can also change the record's status from "In progress" to "Complete" if you are responsible for the record.

Archive a record that you have finished working on and want to complete. The record is only completed if you are responsible for it. You can still find the record in the *Archive*, *My archive,* and lists based on these after archiving.

Quick clean-up
Select all records you want to archive and press **Ctrl+Shift+A**.

Remove records from a list

Click **Remove from list** to remove a record from *My inbox, My desktop* and your unit's inbox and desktop. The record can still be found in the *Archive* and *My archive* as well as lists based on these.

Use **Remove from list** to remove records from a list when you no longer need them.

Delete records

Only use **Delete record** for records you do not wish to see again. If you only wish to remove it from *My inbox*, **Archive** is a better choice.

Click **Delete record** to remove the record from *My inbox*, *My Desktop*, *My archive* and lists based on these. The record will still be available to anyone you have shared it with, and you can still find it in the *Archive*.

By clicking **Delete record** on a record that you have created and not shared, you will delete it completely.

Add or remove records from *My inbox* and *My desktop*
You can add records from other lists to *My inbox* and *My desktop* when you need easy access. The main window and the record window ribbons contain the two menu items shown on the right. Simply click on either or both to add a record to *My inbox, My desktop,* or both lists.

You can remove the records again tidy clicking the same menu items.