Pinning Items in Compass

NHS Property Services
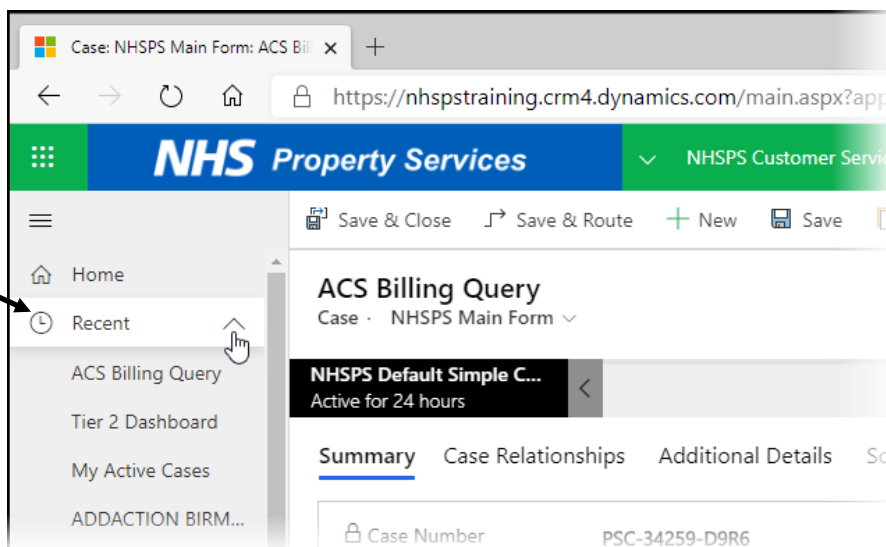
If you need to go back quickly to a record or view that you have previously opened in Compass, you can save time by "pinning" it. Once "pinned" it will be available to go back to quickly until it is "un-pinned".

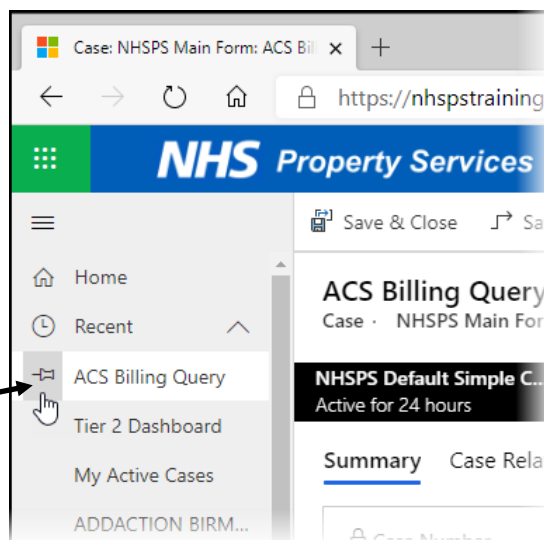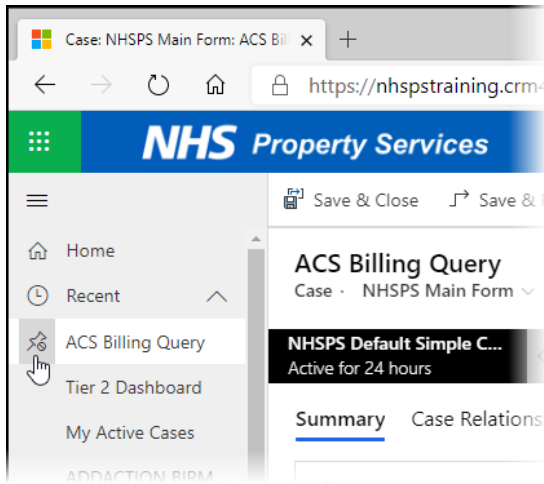❶ Open the item you wish to "pin"...

❷
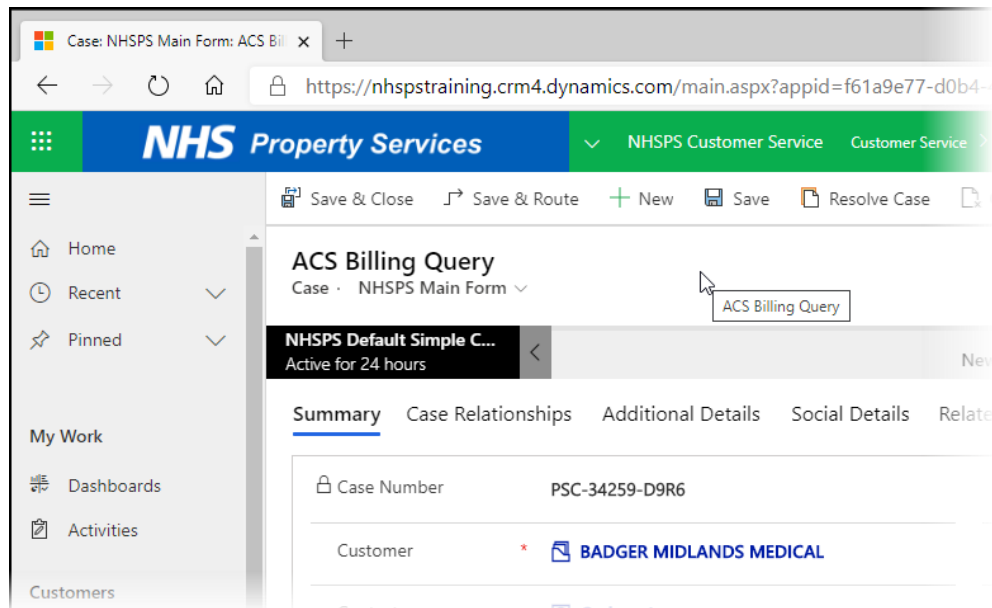
❸ When you move the cursor to the left of the item, you'll see the "pin"...
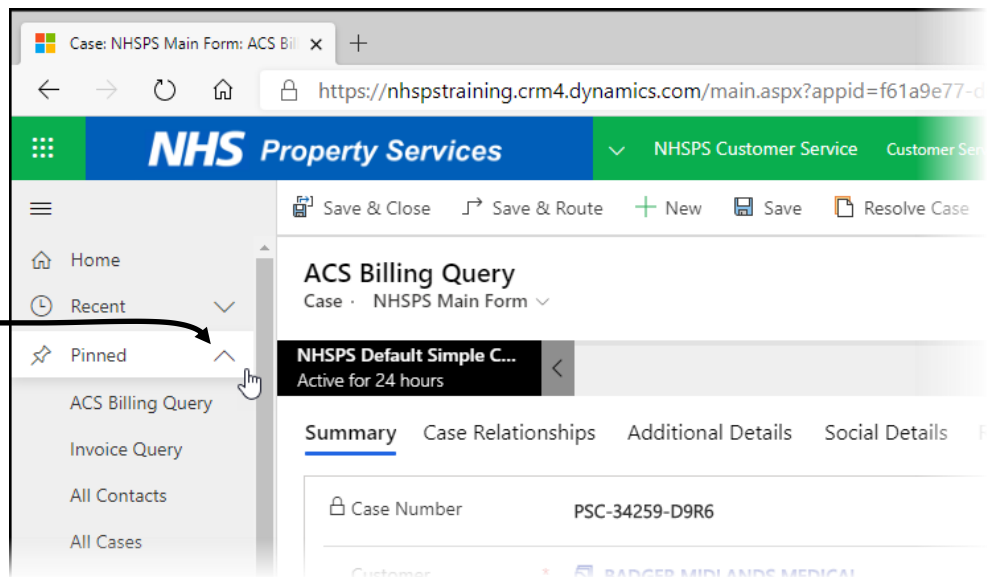
...then

4 The item is
now pinned...

5 The item is now added to
the "Pinned" menu...

*Whenever you want to
return to it, always select it
from the "Pinned" menu*

Things to Remember

☑ When you are ready to remove the item from the "Pinned" list, all you need to do is...

...move the cursor
to the left of the
item and

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