How to Create, View, Modify and Remove Favorite Searches

Market: House, Senate

Description: These instructions teach users how to save IQ records as **Favorites** so they can access them more quickly.

Note: Favorites refer to a link to a set of records that users have saved so they can easily access them. The set of records shown in each of your **Favorites** may change over time as new records that meet the Favorites criteria are added to and/or existing records that no longer meet the criteria are removed from your **Favorites**.

Click the following link(s) to be brought directly to the subtopic:

Viewing a Favorite

Modifying a Favorite Name

Removing a Favorite

Creating a Favorite

1. Within the IQ Tool, search for the set of records that you want to save.
2. Under the Filter List in the left-hand column, navigate to the top and click the ☆ icon **(**the **Favorites icon)**.

3. The **Favorite View** window appears on the screen. In the **Title** field, enter a name for the list. In the **Description** field, enter a description. Click **Save.**

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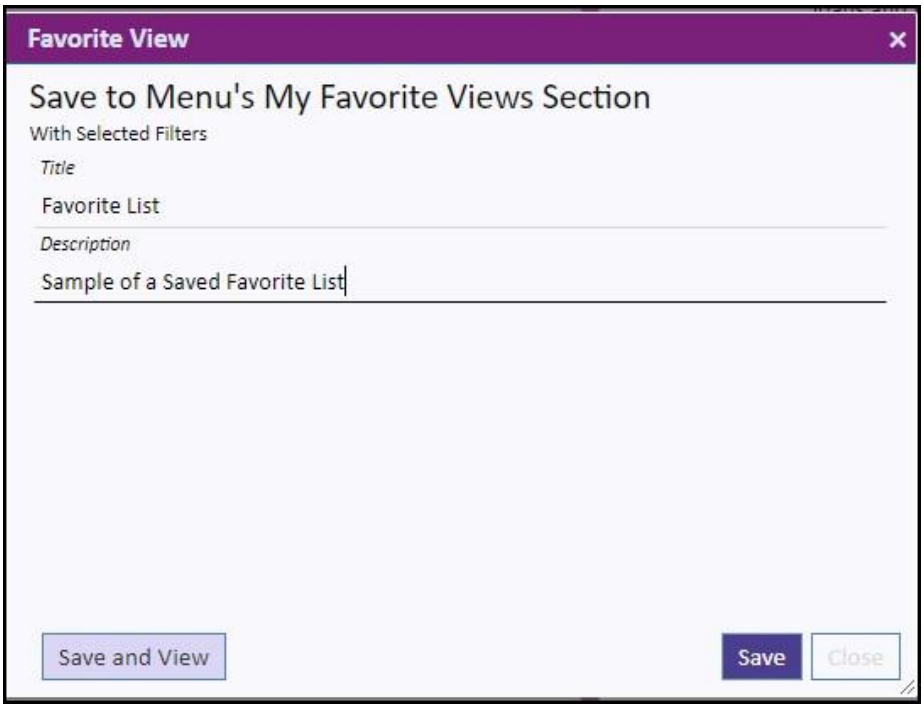
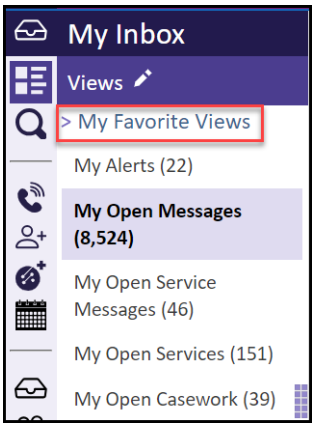


Viewing a Favorite

1. **Favorites** are saved in the application in which it was created. Navigate to the appropriate application and go to the **Views** list and make a selection in the My Favorite Views .



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Modifying a Favorite Name

1. Navigate to the Filter list within the application. In the **Selected Filters** section, click the ★ icon.

2. The **Favorite View** window will open. Make the necessary edits and then click the **Modify Existing Favorite** button.

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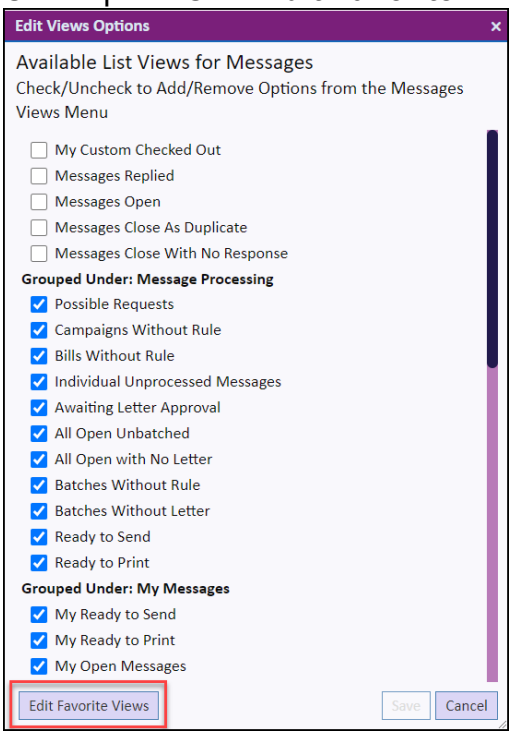
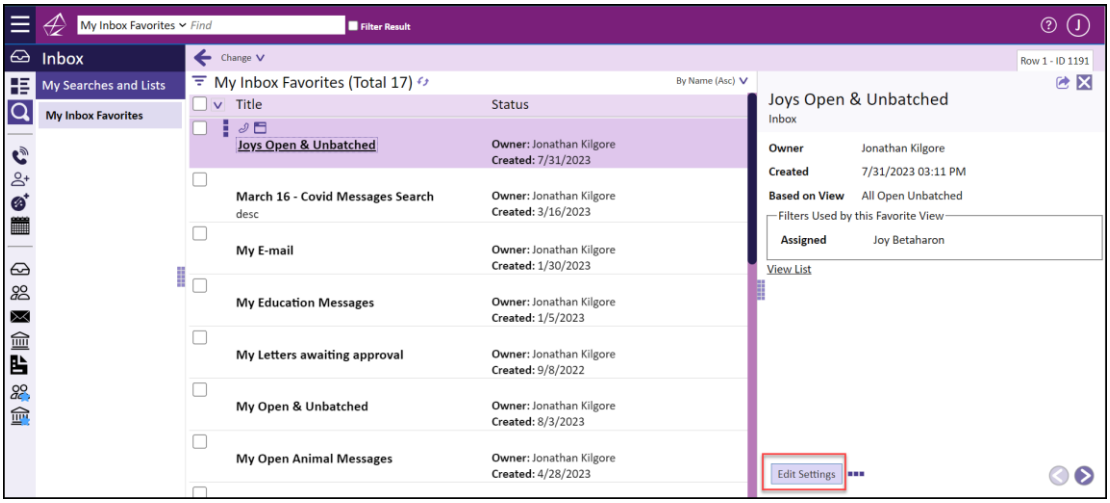
Removing a Favorite

1. Click on the icon next to **Views**.

2. Your list of **Views** will open. Click **Edit Favorite** Views.



3. Select the Favorite you wish to remove and click on **Edit Settings.**



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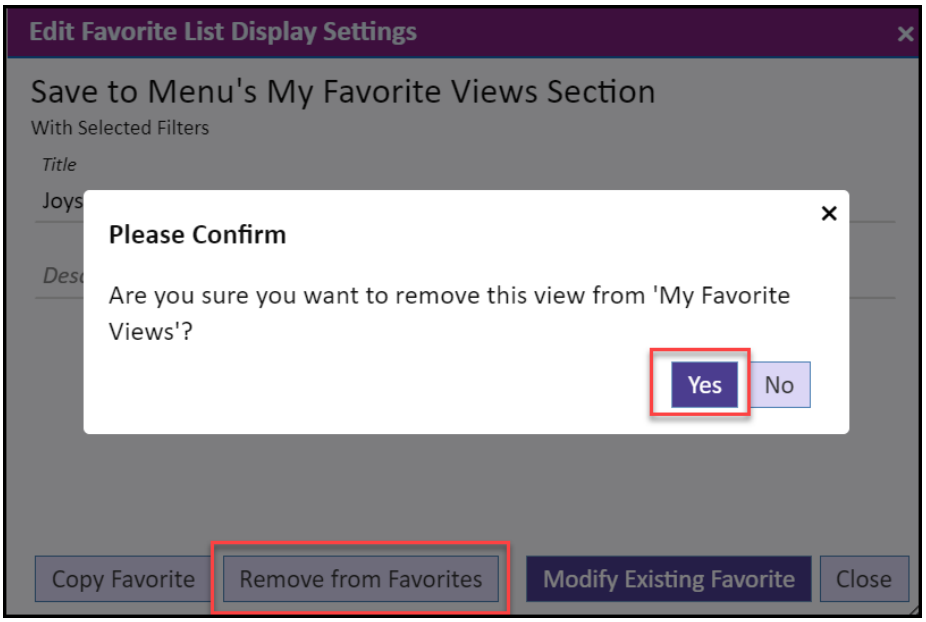
4. Click **Remove from Favorites.** Click the **Yes** button to confirm changes.



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