

How to Save Favorite Searches

Market: Federal/State/Local, House, Senate

Module: Favorites icon.

Purpose: This guide provides instruction on how to save searches of IQ records.

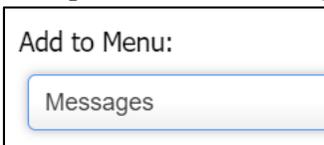
Key Benefits

IQ provides the capability to save searches of IQ records as a “favorite” set of records to reduce the search activity and instead allow these records to be accessible via a single-click. Thus, a time saving technique.

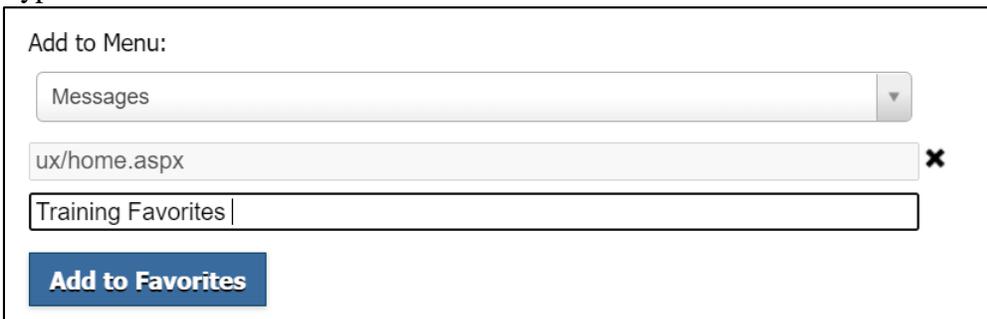
1. Within the IQ Tool, search the set of records that you want to save.
2. At the upper right corner under your profile name, select the  or **Favorites** icon.



3. The **Favorites** window appears on the screen.
4. In the **Add to Menu** field, select the menu where the Favorites link will be displayed and added. This example uses the **Messages** menu.



5. Type the title of this search and click **Add to Favorites**.



6. The **Saved Search** appears in these locations. Clicking any of these links will display those records that you have selected in Step 1.

a. The Favorites window.



b. The selected menu.



c. The Home Menu in the **Saved Searches** tile.

