

Creating and Viewing Saved Lists

Market: House, Senate

Description: In IQ, you can create and manage your records via a saved list. These instructions teach users how to create these lists.

<u>A Saved List</u> are records that are saved in a static list. This means that they are the same set of records; no records are added/removed from the list.

Click the following link to be brought straight to the topic:

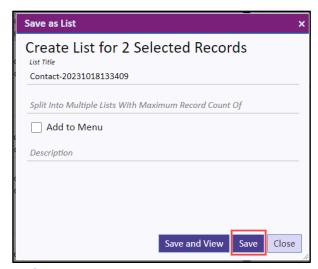
Viewing a Saved List

Creating a Saved List

- 1. Navigate to the set of records that you want to include in the **Saved List**.
- 2. Use other **Filters** to further narrow your search criteria as needed.
- 3. Select the appropriate records. Click More. Select Save List.



4. Complete the appropriate fields. Click Save.



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Viewing a Saved List

- 1. Navigate to the application which contains your saved list.
- 2. Click the Searches option in the action icon list of the application.



3. The saved list will be displayed in the My Lists view for the application.



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