

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

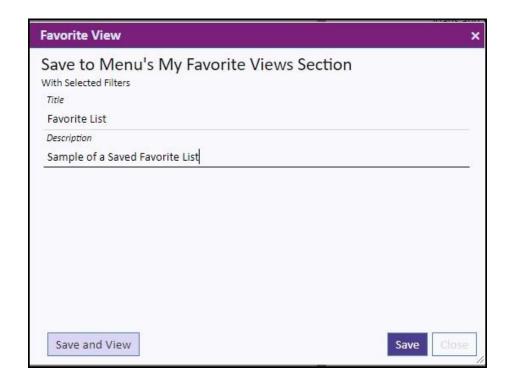
- **1.** Within the IQ Tool, search for the set of records that you want to save using filters.
- **2.** Under the Filter List in the left-hand column, navigate to the top and click the ¹/₁ icon (the **Favorites icon**).



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

 Navigate to the Filter list within the application. In the Selected Filters section, click the ricon.

Selected Filters:	1
NONE	
BUD-Budget an Economy	d
COVID- HYBRID LEARNI-COVID- H' LEARNING	

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

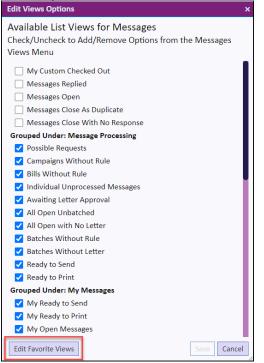
Favorite View	×
Save to Menu's My Favorite Views Section With Selected Filters	
<i>Title</i> Saved Favorite - Modified	
Description	_
Sample of a Saved Favorites Link	
Copy Favorite Remove from Favorites Modify Existing Favorite Clo	se

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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.

≡	My Inbox Favorites •	• Find	Filter Result				() (?
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Q	My Inbox Favorites	. 2	5			Inbox	
٩		Joys	s Open & Unbatched	Owner: Jonathan Kilgore Created: 7/31/2023		Owner Jonathan Kilgore Created 7/31/2023 03:11 PM	
@ *		Mar desc	ch 16 - Covid Messages Search	Owner: Jonathan Kilgore Created: 3/16/2023		Based on View All Open Unbatched	
			E-mail	Owner: Jonathan Kilgore Created: 1/30/2023		Assigned Joy Betaharon	
M 18			Education Messages	Owner: Jonathan Kilgore Created: 1/5/2023		VIEW LISK	
		My	Letters awaiting approval	Owner: Jonathan Kilgore Created: 9/8/2022			
8 6 (11)		My	Open & Unbatched	Owner: Jonathan Kilgore Created: 8/3/2023			
		My	Open Animal Messages	Owner: Jonathan Kilgore Created: 4/28/2023		Edit Settings	

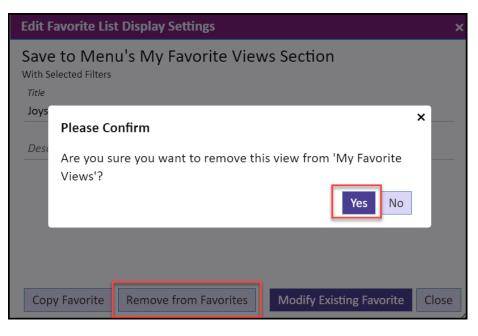
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4. Click Remove from Favorites. Click the Yes button to confirm changes.



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