

## **Creating Favorite Searches**

Market: Federal/State/Local, House, Senate

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

**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**.

## Creating a Favorite

- **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 **\*** icon (the Favorites icon).



- **3.** The **Favorites** window appears on the screen.
  - a. In the **Add to Menu** field, select the menu where the Favorites link will be displayed and added. Although the Favorites can be saved to any of the modules displayed below, a best practice is to save it to **My Work (Home Page Tile).**

dd to Menu:	
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	Q
My Work (Home Page Tile)	
Contacts	
Messages	
Outreach	
Services	

b. Enter the title for this Favorite.

Menu:	
My Work (Home Page Tile)	
Sample of a Saved Search or Favorites Link	



c. Click Add to Favorites

## Viewing a Favorite

You can access your Favorites from any of these 3 locations:

1. Favorites window.

	Favorites					
Add to Menu:						
Messages		V				
Link URL			×			
Name your li	nk					
Add to Fav	vorites					
Saved Fav	vorites	1				
Messages	Sample of a Saved Search or Favorites Link		××			

## 2. Module.

	Messages 🔨	Outreach 🗸	Services 🗸	Library 🗸	Events 🗸	LegiStats 🗸	Admin 🗸		
New Message Center		Utilii	ties		Q þearch Open Messages or ID	0	٥		
Email Message		All Activ All Activ	e Bill Campaigns e non-Bill Campai	My A gns All A	Active Batches Active Batches		Sample of a Saved Search or Favorit	es –	

3. Home Menu >My Work Summary Tile

My Work	ŝ
My Tasks	
Favorites	
All Cases	
Sample of a Saved Search or Favorites	Link