

## 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.

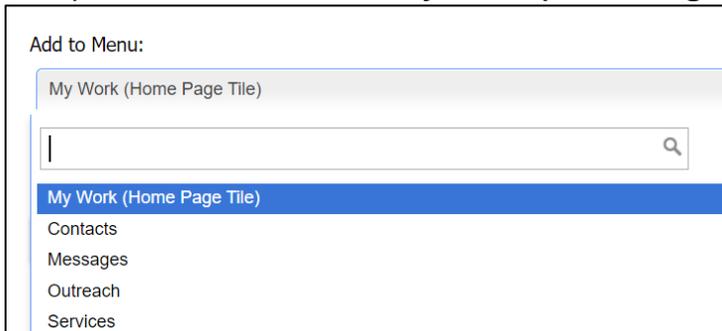
**Favorites** refer to a link to a set of records that users have saved so they can easily access them. The set of records shown in each of your **Favorites** may change over time as new records that meet the Favorites criteria are added to and/or existing records that no longer meet the criteria are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



- b. Enter the title for this Favorite.

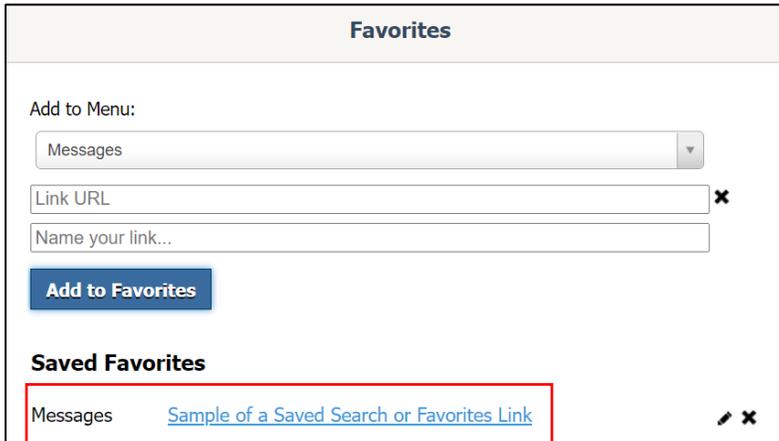


c. Click **Add to Favorites**

**Viewing a Favorite**

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

1. **Favorites** window.



2. **Module.**



3. **Home Menu >My Work Summary Tile**

