

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.

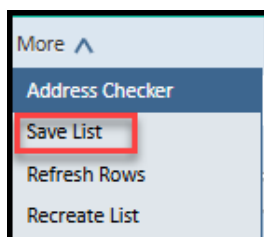
A Saved List are records that are saved in a static list. This means that they are the same set of records; no records are added/removed from the list.

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**.

 A screenshot of a 'Save as List' dialog box. The title bar says 'Save as List' with a close button. The main content area is titled 'Create List for 4 Selected Records'. It contains several input fields: 'List Title' with the value 'Contact-20260122115944', a checkbox for 'Limit to Unique Postal Address', a section 'Split Into Multiple Lists With Maximum Record Count Of' with an 'Add to Menu' checkbox, and a 'Description' field. At the bottom, there are three buttons: 'Save and View', 'Save' (highlighted with a red rectangular box), and 'Close'.

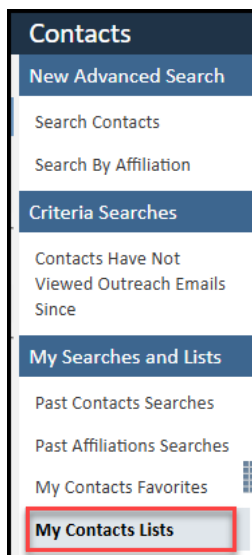
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Viewing a Saved List

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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