

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.

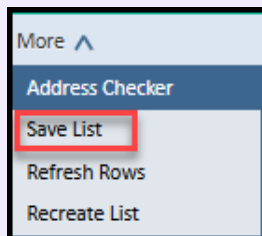
A Saved List are records that are saved in a static list. This means that they are the same set of records; no records are added/removed from the list.

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**.

Save as List

Create List for 4 Selected Records

List Title
Contact-20260122115944

☐ Limit to Unique Postal Address

Split Into Multiple Lists With Maximum Record Count Of

☐ Add to Menu

Description

Save and View **Save** Close

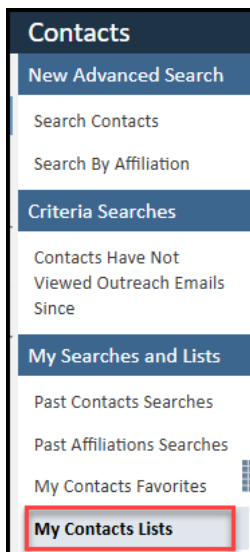
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Viewing a Saved List

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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