



Adding Favorite Searches

You can create a favorite search to run the same query again later on.

Important:

- This feature is not available in mobile screen resolution (screen width below 700 px).
- This feature is not available if you only have the 3DSwymer role.
- When using this feature, the Top Bar search field becomes unresponsive as it does not need any user input. To make it responsive again, select **Search** from the secondary search menu, and launch a query.
- Users with the **owner** role have all access rights over favorite searches in the Collaborative Space (read, delete, promote, demote, etc.), even if they are in a private state. For more information, see [Allow Read Permission to In Work Content](#).
- Users with restricted roles can create, run, rename, share, or delete the Favorites that they own and do not share. They can only run and unshare shared Favorites.
A restricted owner can also run, rename, or delete the unshared Favorites of other users belonging to the same project and organization.

Before you begin: Have the Collaborative Industry Innovator license role.

1. Do the following:

- In 3DDashboard, or in a desktop app with the new search dropdown:
 - a. Click the Top Bar **Search** field.
The search dropdown opens.
 - b. If any, clear the characters that you entered in the search field.
 - c. From the search dropdown, click ★ **Favorite Searches**.
- In a desktop app with the previous search dropdown: In the Top Bar **Search** field, click ▼ , and select ★ **Favorite Search**.

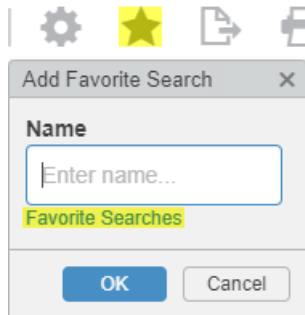
The **Add Favorite Search** dialog box opens.

2. Enter a name and click **OK**.

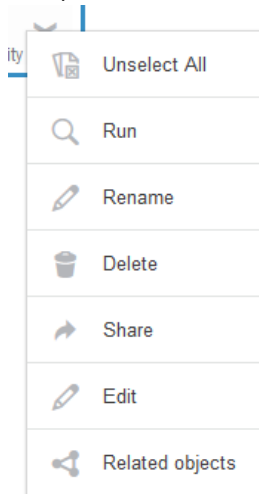
3DSearch saves your favorite search.

Important: 3DSearch must index Favorites to display them in **My Favorite Search**. Therefore, wait a few minutes before seeing them.

3. To find your favorite searches, click the **Favorite Searches** link.



In the 3DSearch - **Favorite Searches**, you can right-click a search result to run, rename, delete, edit, or share it with other users so that they can run the same query.



When you share a favorite search, the **Unshare** action appears in the list if you want to hide the favorite search to other users.