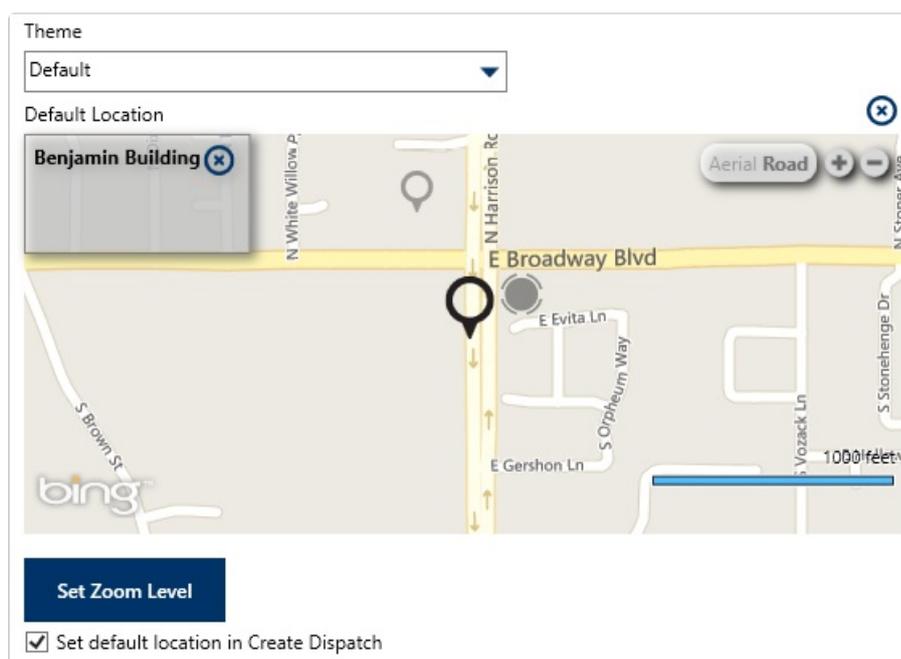# Select a Default Location & Zoom Level

Selecting a default location will determine the default location and zoom level of the **Map** panel when you sign into Dispatch or reset your layout, as well the zoom level of the map and default location in the **Location** field when creating a new dispatch.

> If you select an indoor location point as your default location, that indoor location's **master location** will be selected by default in the **Create Dispatch** and **Schedule Dispatch** panels. The master location will also be displayed on the **Map** panel, however, you can view the indoor locations saved to it by clicking the location pin.

To select a default location:

1. Click **Settings >** **User Settings**.

2. In **Default Location** field, enter search terms, then select the location from the search results or click the icon to view the map and select a location by clicking a location pin.

3. **Optional:** To set the zoom level of the map on the default location:

   a. Click the icon in the **Default Location** field.

   b. Zoom the map in or out by hovering your cursor over the map and using the scroll wheel on your mouse or by clicking the icons in the top-left of the map.

   c. Click **Set Zoom Level**.

Setting the zoom level for a default location.

      d. Click the ⊗ icon to return to the previous screen.

4. **Optional:** Select the **Set default location in Create Dispatch** checkbox if you want this location to be selected by default when creating new dispatches.

> ℹ️   Your new default location will not be displayed on the **Map** panel until you've logged out then logged back in or reset the layout. To reset the layout, click your username at the top-right of the home screen, then click **Reset Layout**.