

Select a Default Location & Zoom Level

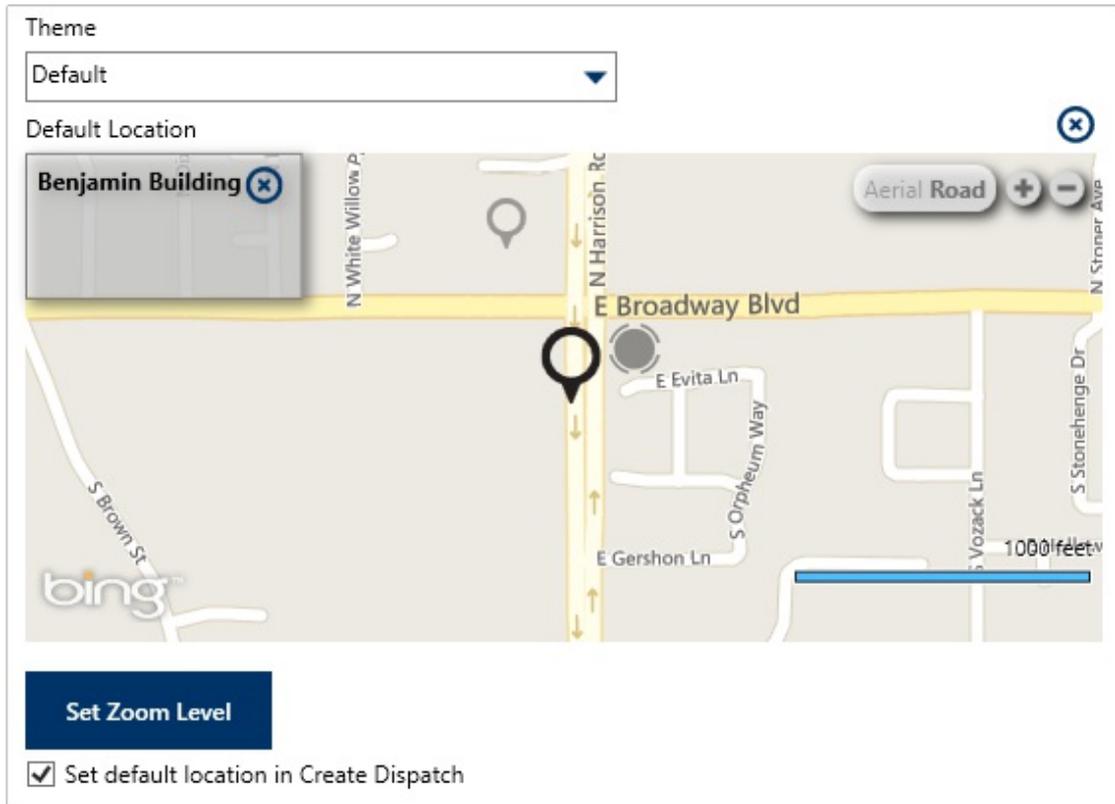
Selecting a default location will determine the default location and zoom level of the **Map** panel when you sign into Dispatch or reset your layout, as well the zoom level of the map and default location in the **Location** field when creating a new dispatch.



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.

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**.