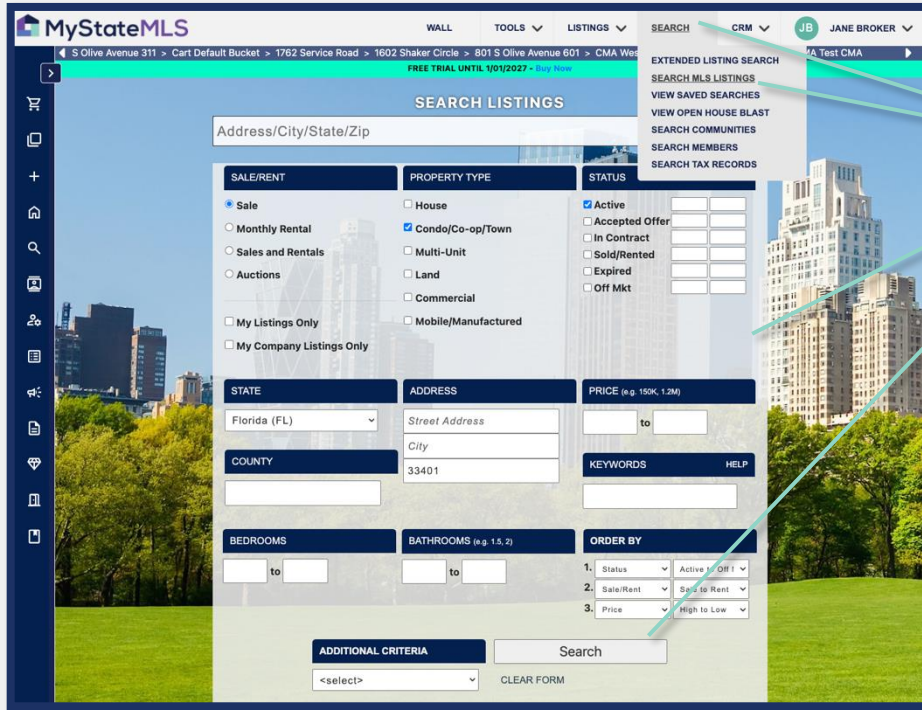
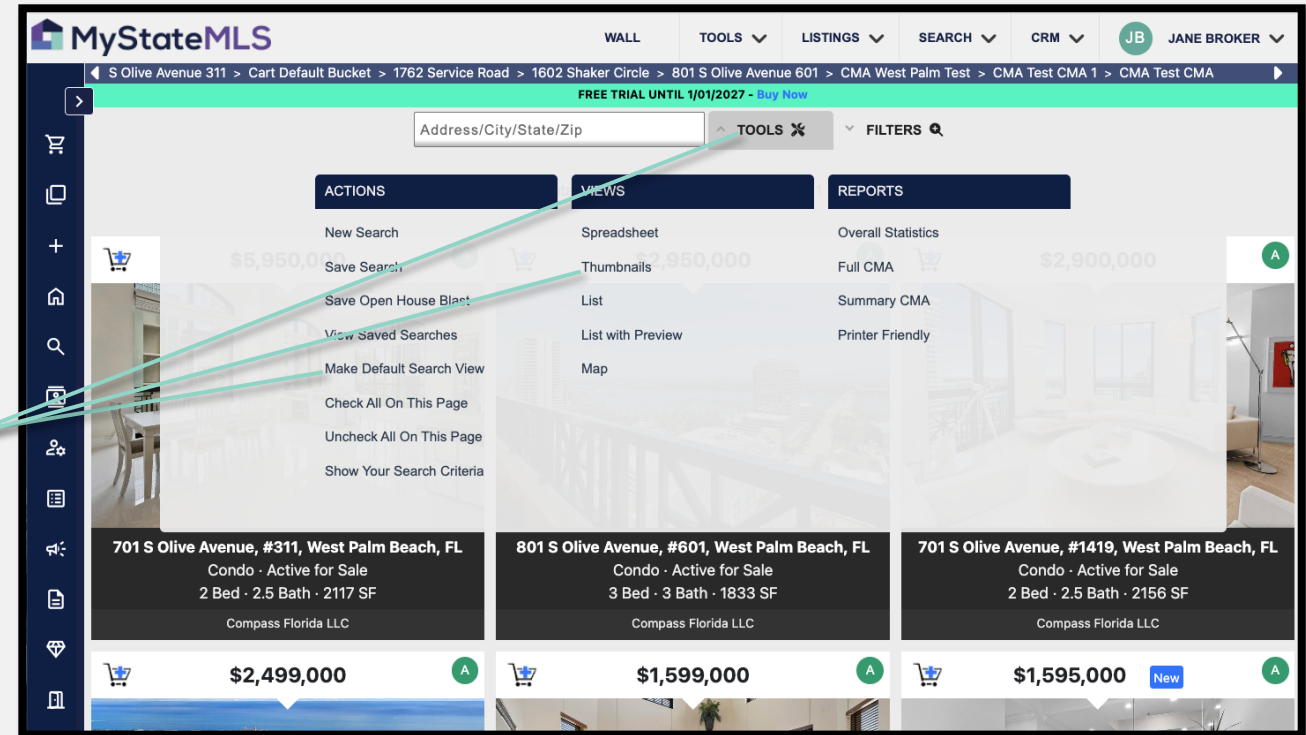


Saving Your Default Search View



Starting a New Search in MyState

- Begin by selecting **Search MLS Listings** from the **Search** menu or from the left-side navigation bar.
- Enter your search criteria (property type, address, state, status) and click **Search** to load your results.



Save a Default Search View

- Once your results appear, choose your preferred display format by opening the **Tools** dropdown menu and selecting a view such as Spreadsheet, Thumbnails, List, or Map.
- After selecting your preferred view, open the **Tools** menu again and choose **Make Default Search View**. All future searches will now automatically display in your selected view.

To change your default search to a different view, repeat the above process. For tips on customizing the Spreadsheet search view, please follow that training guide.