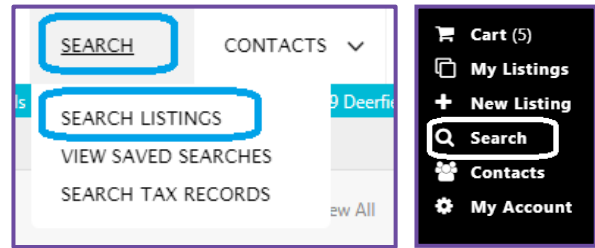


Save a Default Search View

Step 1:

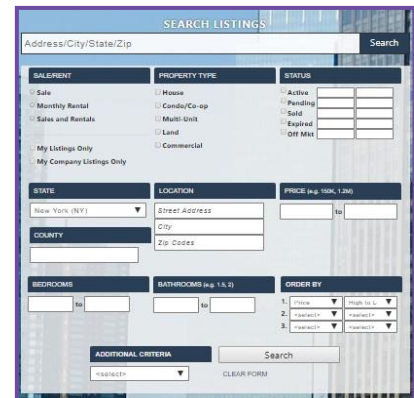
Conduct a new search by selecting 'Search Listings' from the 'Search' drop down, or by clicking 'Search' from your Profile Side Bar. You can also use the Quick Search widget on your profile wall.



Step 2:

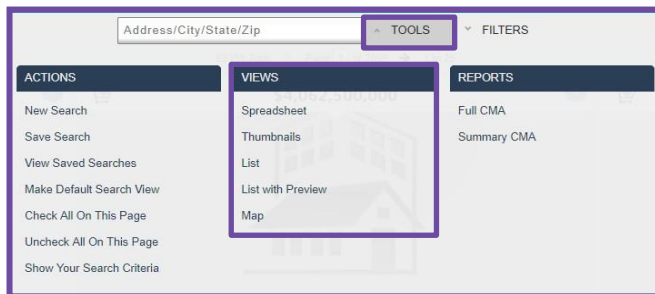
Fill out your search criteria, then click the 'Search' button.

****If you need additional help learning how to search, follow along with our search tutorials.****



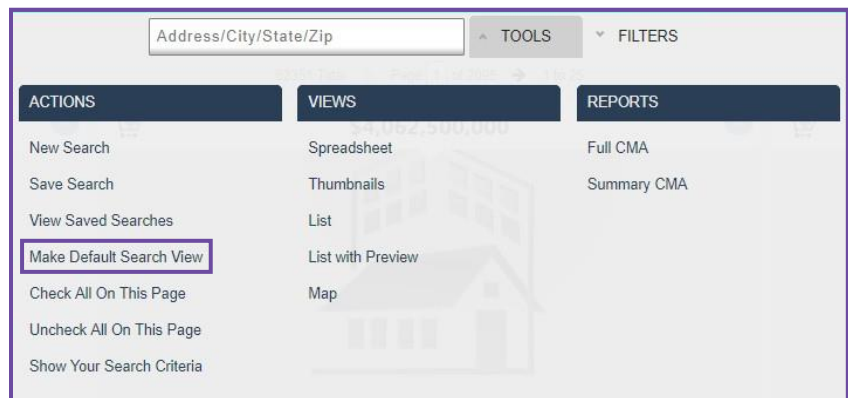
Step 3:

Once your search results have loaded, select your favorite view, by clicking on the 'Tools' dropdown from the secondary menu.



Step 4:

Once you've selected your new view, the search will reload. Click the 'Tools' dropdown menu again and select 'Make Default Search View.' All future searches will now appear with this saved view. (This saved view will also apply to hotsheets.)



Step 5:

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.