



Setting Up Your Default Search

Pre-fill your search form so every new search starts in your market area.

Without a default search, every new Quick Search in Flexmls opens showing all active listings across the entire Hive MLS. If you only work in specific counties, zip codes, or associations, setting a default search pre-fills those fields automatically — so every search starts scoped to your market.

The Setup Order

Checkpoint	Fast Path	Do Not Miss
Open Quick Search	Menu > Quick Search (or click it in your favorites bar)	Start from a completely blank search form — no filters pre-filled.
Fill in your default fields	Enter the county, zip code, association, or other criteria you always use.	Only set fields you want pre-filled on every search. Leave everything else blank. You can click on Add a Field and bring in a new field like HOA under Legal & Taxes and select No on the left side.
Save as default	Click Save > Set as Default Search	"Set as Default Search" is a separate option from a regular saved search — do not confuse the two.
Verify	Clear the search form and open Quick Search again	Your default fields should appear automatically on the fresh search form.
Update anytime	Fill in new criteria > Save > Set as Default Search	Saving a new default overwrites the previous one immediately.

1. What a Default Search Does

A default search is a set of pre-filled criteria that loads automatically each time you open Quick Search. It is **not** a saved search that runs on a schedule — it just pre-populates fields so you do not have to re-enter them manually every time. Common fields to set as defaults:

- **County** — limit results to one or more counties you serve.
- **Zip code** — narrow to specific zip codes within your market.
- **Association** — filter by MLS association if your board covers a multi-area system. Type in association after you click on the Add a Field button, then look for Listing/Selling Association under Member in the popup.
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Honey Tip: Only set fields you want on every search. If you occasionally work outside your default area, you can always uncheck or override any pre-filled field before running the search — the default is a starting point, not a lock.

2. Setting Your Default Search

From Quick Search:

1. Open **Quick Search** from your favorites bar or via **Menu > Search > Quick Search**.
2. Fill in the fields you want pre-filled on every new search — for example, select your **county**, **zip code**, or **association**.
3. Click **Save**.

4. Select **Set as Default Search** from the save options.

That is it. The next time you open Quick Search, those fields will already be filled in.

3. Verifying Your Default Search

Confirm the default saved correctly:

5. Click on Hive MLS in the upper left corner to return to the dashboard.
6. Open **Quick Search** again.
7. Your default fields should appear pre-filled automatically.

If the fields do not appear, repeat the save steps and make sure you selected **Set as Default Search** rather than saving a regular named search.

4. Updating or Clearing Your Default Search

Your default search can be changed at any time.

- **To update** — fill in the new criteria you want, click **Save**, then **Set as Default Search**. The new default replaces the old one immediately.
- **To clear** — open Quick Search with no fields filled in, click **Save**, then **Set as Default Search**. Saving a blank form removes any existing default.

Honey Tip: Default search and default map work together. Set both to your market area and every search session opens exactly where you need it — no extra clicks, no panning, no re-entering the same county every time.