



Changing Your Default Map in Flexmls

Set the map to open on your market area every time you search.

By default, every search in Flexmls opens with a map showing a large portion of North Carolina. If your market is elsewhere, that means panning and zooming every single time. Setting a default map takes less than a minute and fixes this permanently.

The Setup Order

Checkpoint	Fast Path	Do Not Miss
Open Default Map	Quick launch bar > type "default map" > click Default Map	The quick launch bar is the search box at the top of every screen.
Navigate to your area	Pan and zoom the map to your target region	Move away from the MLS default view before drawing your shape.
Draw the rectangle	Click the blue rectangle tool on the right side > click to start > drag to expand > click to finish	Two clicks define the shape: one to start, one to finish the corner.
Save	Click Save in the upper-right corner	The setting saves to your account — it persists across sessions.
Verify	Go to Quick Search and confirm the map loads your new area	If the old area still shows, hard-refresh the page and check again.

1. What the Default Map Controls

The default map is the geographic view that loads automatically whenever you open **Quick Search** or start a new map-based search. It does not affect saved searches or searches with addresses already entered — only blank map searches. Setting it to your market area means:

- No more panning away from the state-level view on every search.
- The setting is tied to your account and persists across devices and sessions.

2. Opening the Default Map Setting

The fastest way to find this setting is through the quick launch bar:

1. Click the **quick launch bar** at the top of any screen.
2. Type **default map**.
3. Click **Default Map** in the dropdown that appears.

The Default Map editor opens, showing the current map view saved to your account.

3. Drawing Your Default Map Area

The map editor uses a rectangle tool to define the area you want to see on every search. **Pan and zoom to your target area before drawing** — the rectangle you draw becomes the default view.

4. Pan the map to your market area (e.g., scroll south toward Georgia if your market is Augusta).
5. Click the **blue rectangle** icon in the map toolbar.
6. Click once on the map to set the **first corner** of your rectangle.
7. Move your mouse to expand the rectangle to cover your target area.
8. Click again to set the **opposite corner** and finish the shape.

Honey Tip: Draw the rectangle a bit larger than your core market. A little extra padding means listings just outside your usual area still appear without extra searching.

4. Saving and Verifying

9. Click the **Save** button in the upper-right corner of the Default Map editor.
10. Navigate to **Quick Search**.
11. Confirm the map opens centered on your new area.

Honey Tip: You can update your default map any time using the same steps. Redraw the rectangle whenever your focus area changes — there is no limit on how often you can save a new default.