Selecting And Saving A Default Location

1 In Dashboard, you can select a default location as your "homepage". This is useful for managers and in-country teams who frequently navigate to a region, country or building.

Current	•	Q ahma X	Q Business U	nits	Employ
	Managed/	Site			
	Show More	Ahmad Building, Karachi, Not			
	Globa	applicable			
	Managed/U	Building			
	A Do	Ahmad Emkay Building, Ahmad Building, Karachi			
		Floor			
		01, Ahma d Emkay Building, Ahmad Building	Ъ	87,995	B
		Total Buildings	- T	Total Workstations	-

3 Click "Save	e View As Default"		
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Now everytime you navigate to dashboard or clear your search filters you will return to your default location

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Current	•	Q ahma	×	Q Business Units	Q Employees
	Location / Show More Ahma Managed/U	Japan, Asia Pacific <u>Reset to Defat</u> d Emkay Bu mmanaged: Managed , F	and Australasia Lit 2 Clear All Lilding Buik Floor Status: Active	/ Pakistan / Karachi / Ahn	nad Building / Ahmad I
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5	If you want to change your default view, simply navigate to your desired locatio and select "Save View As Default"					
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