



## How to Use the View Users Screen

In this video we will discuss how to use the view users screen.

The "view users" screen of the system can be one of the most helpful and useful pages you have access to. This page is helpful not only because it allows you to search for specific people, but it also allows you to search by criteria which can come in handy more often than not.

If you're needing to search through the list of users, you'll be able to use the first drop down menu listed to sort by field. Automatically, our system sorts by last name beginning with A and ending with Z. If you'd like to change this to search by a most recently added or by user ID, you can.

If you need to find a specific person the next drop down menu is helpful. Here you can search by a last name, first name, phone number, or other options. Simply select the field you'd like to search by and then type in your search in the box provided. This can be very helpful if you know a user's phone number but cannot remember their name or how to spell it correctly.

If you'd like to know who has admin rights, you can choose the third drop down menu which will allow you to search for a user based on their level of access within the system.

The fourth drop down menu will give you a list of users within a specific group.

Finally, the last option is to search by criteria. This is extremely helpful if you need to know which users do not have a phone number or an email address, or which users have never logged in, or even if they have opted out of receiving text messages.

Thanks for watching! If you have more questions please feel free to contact our Customer Success Team at [support@highgroundsolutions.com](mailto:support@highgroundsolutions.com).