High Ground University

How to Review Recently Updated and Added Users

In this video, we will discuss how to review when a user updates their contact information.

If you've ever needed to know if someone's information has recently been changed simply follow these steps to access and interpret the Recently Updated Contacts screen.

Locate the Admin Reports Tab on the Navigation Bar and then select the Recently Updated Contacts.

Here you will be able to review Recently Updated Contacts and Recently Added Users. You may narrow your search by identifying a specific date and time by clicking on the calendar and clock icons from start to finish.

You may also filter the contacts by choosing to: only show recently updated contacts, only show contacts for recently added users, or to show both recently updated contacts and recently added users. Once you have selected your filter settings, simply click "Go".

From this list, you can also export a CSV file by clicking the Export button at right of the menu bar. You can also navigate to an individual user's dashboard by clicking the dashboard icon to the left of the contact's first name.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.