



## How to Edit a User's Phone Preferences

In this video we will discuss how to edit an individual user's phone preferences.

From time to time you may have users who prefer to receive alerts through one method above another. For instance, one user may give you a cell phone number but request that they only receive text alerts without receiving voice alerts. To change a user's individual phone preference simply locate your user by hovering over "users" and clicking on "view user". You can search for your user by using the search box on the view users screen. I'll search for this user using their last name. Once you've located your user, click on the dashboard icon to view the user's contact information. You can then change their preferences by selecting yes or no for phone calls and text messages. Make sure to save the changes you've made by clicking on the save icon.

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).