



# High Ground University

## How to Add a User's Physical Address

In this video we will discuss adding a physical address to a user's dashboard. This is especially useful for clients who use our system as their main database/rolodex. To add a physical address to a user's dashboard simply locate your user on the "view user" page. Click on the dashboard icon, shown here as a man holding a green arrow, to view their dashboard. From the user's dashboard you will be able to identify the "address" tab. You can then enter their address manually. Make sure to click "update address" once you've finished adding your user's information.

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).