

¹How to Manually Assign a Report to a Specific Contacts

1. Go to the Altos website - <https://altos.re>
2. Log-in on your account
 - Enter your Username
 - Enter your Password
3. Go to the "Contacts" section.
4. Filter the location field to: "Without."
5. Select a specific contact.
6. To check their location, copy their "Name" or "Email Address".
7. Go to the FUB page, paste their Name or Email Address on the Search bar.
8. Once you view their profile, you can now check their respective location/address. Or the location that they are checking.
9. Go back on the Altos page, tick on the checkbox beside their names.
10. Then click on the dropdown arrow on the "Option" button. This is beside the search bar.
11. Click on the "+ Assign Reports" option.
12. Then Assign each contact to their corresponding location/reports by selecting and ticking the checkbox beside the location.
13. After selecting the location, click on the "Submit" button.

¹ Altos Report - How to Manually Assign a Report to a Specific Contacts - October 10, 2024 - Prepared By: Joe Castillo - Altos EDU Library