

How location fields work

5 Steps [View most recent version](#) 

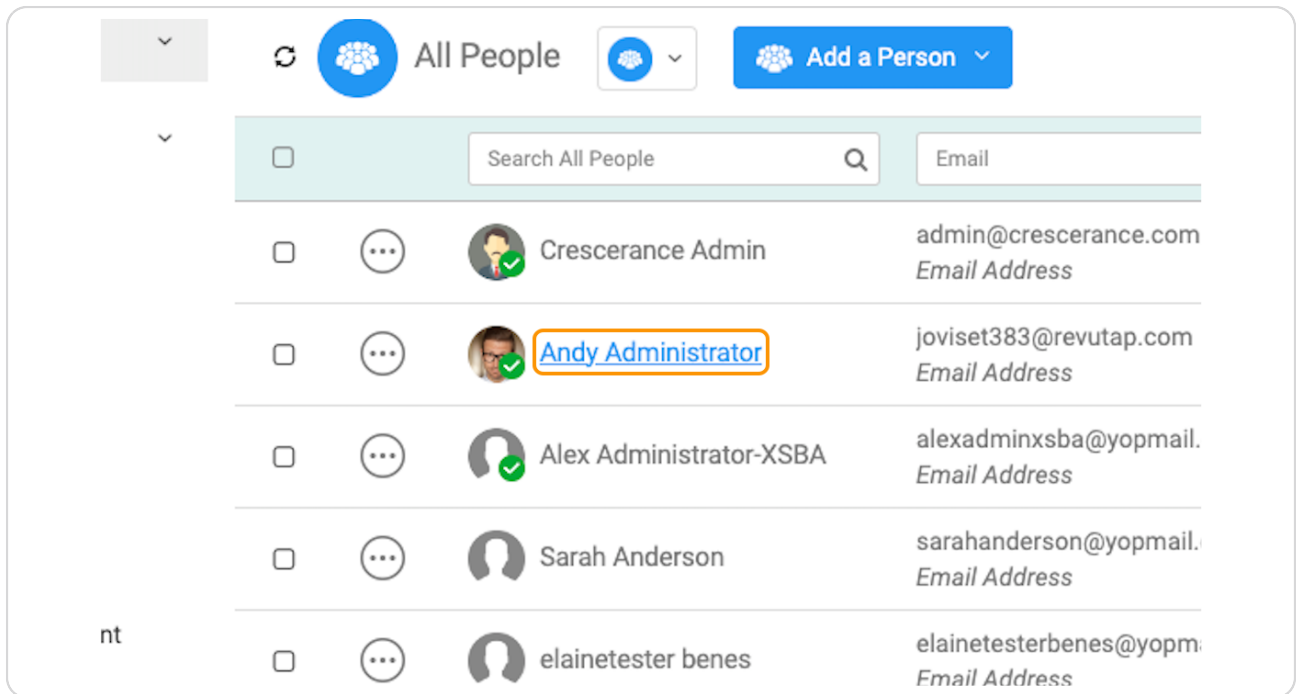
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STEP 1

Click into a person's profile

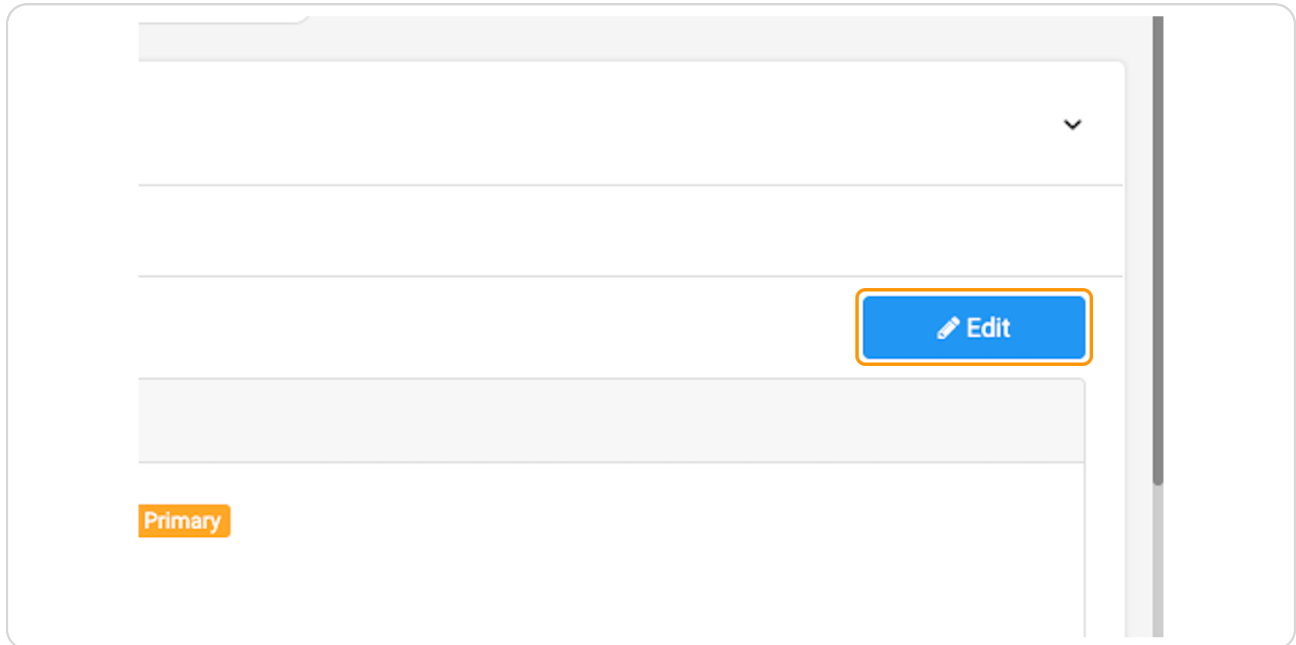


The screenshot shows a user interface for managing a list of people. At the top, there is a navigation bar with a refresh icon, a group icon, and the text "All People". To the right is a blue button labeled "Add a Person" with a dropdown arrow. Below this is a search bar with the placeholder text "Search All People" and a magnifying glass icon. To the right of the search bar is a text input field with the placeholder "Email". Below the search bar is a list of people, each with a checkbox, a three-dot menu icon, a profile picture, a name, and an email address. The entry for "Andy Administrator" is highlighted with an orange box. The email address for Andy Administrator is "joviset383@revutap.com".

		Search All People	Q	Email
<input type="checkbox"/>	...		Crescerance Admin	admin@crescerance.com <i>Email Address</i>
<input type="checkbox"/>	...		Andy Administrator	joviset383@revutap.com <i>Email Address</i>
<input type="checkbox"/>	...		Alex Administrator-XSBA	alexadminxsba@yopmail. <i>Email Address</i>
<input type="checkbox"/>	...		Sarah Anderson	sarahanderson@yopmail. <i>Email Address</i>
<input type="checkbox"/>	...		elainetester benes	elainetesterbenes@yopm. <i>Email Address</i>

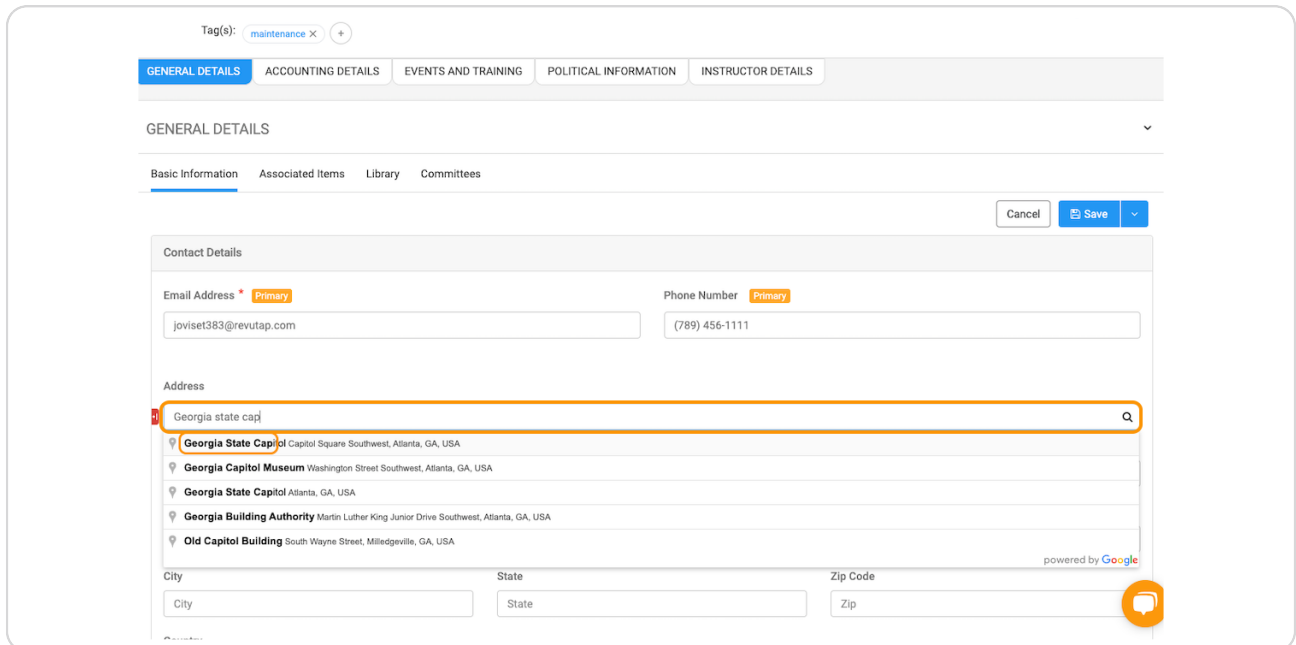
STEP 2

Click on Edit



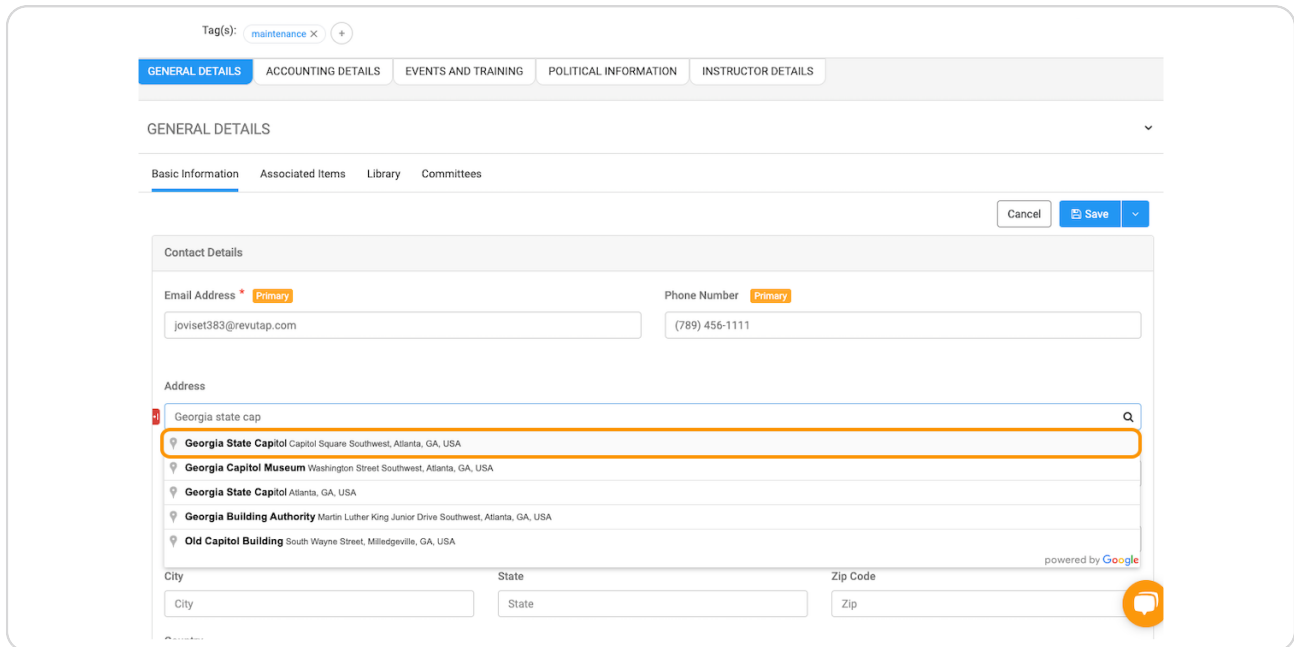
STEP 3

In the first Location box under the address section, type in the name of a building (in our case, I used the Georgia State Capitol as my example)



STEP 4

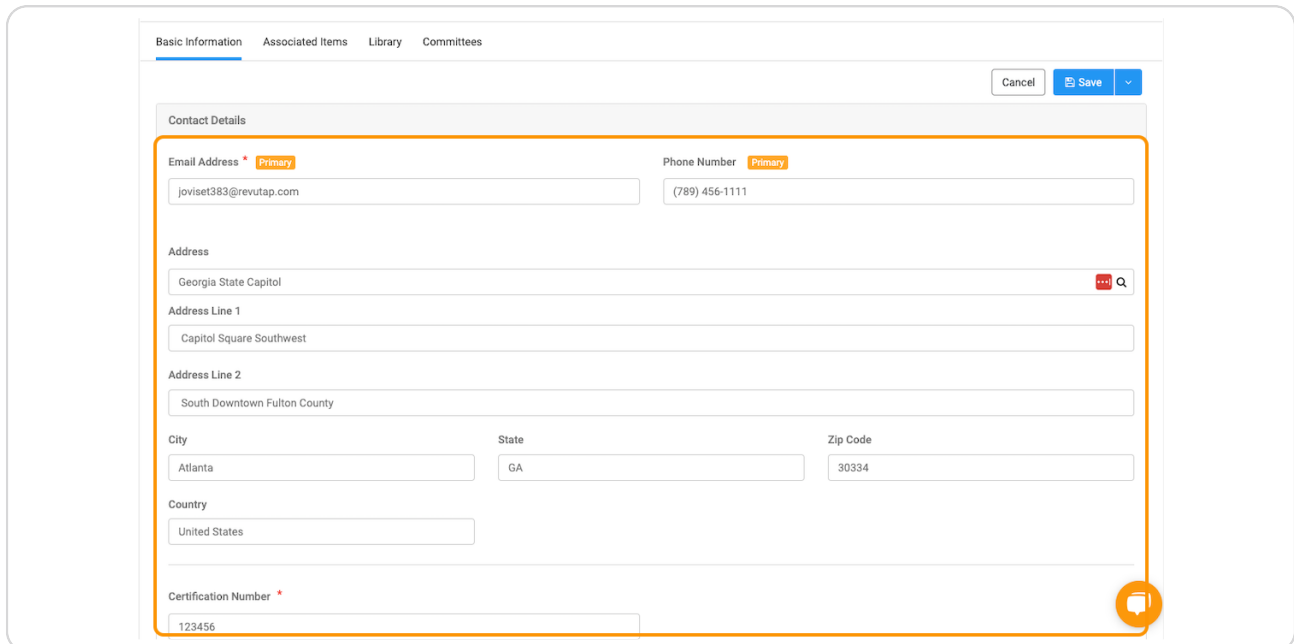
Click on the address in the drop down that is the one you're looking for



The screenshot shows a web form with a tabbed interface. The 'GENERAL DETAILS' tab is active. Underneath, there are sub-tabs: 'Basic Information', 'Associated Items', 'Library', and 'Committees'. The 'Basic Information' sub-tab is selected. The form contains several fields: 'Email Address * Primary' with the value 'joviset383@revutap.com', 'Phone Number Primary' with the value '(789) 456-1111', and an 'Address' field. The 'Address' field has a dropdown menu open, showing a search bar with 'Georgia state cap' and a list of suggestions: 'Georgia State Capitol Capitol Square Southwest, Atlanta, GA, USA', 'Georgia Capitol Museum Washington Street Southwest, Atlanta, GA, USA', 'Georgia State Capitol Atlanta, GA, USA', 'Georgia Building Authority Martin Luther King Junior Drive Southwest, Atlanta, GA, USA', and 'Old Capitol Building South Wayne Street, Milledgeville, GA, USA'. The first suggestion is highlighted with an orange border. Below the dropdown are fields for 'City', 'State', and 'Zip Code'. A 'Cancel' button and a 'Save' button are visible in the top right corner of the form area.

STEP 5

All of the available fields from Google will display once selected in the last step, auto-filling the address fields



The screenshot shows the same web form as in Step 4, but now the address fields are auto-filled. The 'Address' field contains 'Georgia State Capitol'. Below it, 'Address Line 1' contains 'Capitol Square Southwest' and 'Address Line 2' contains 'South Downtown Fulton County'. The 'City' field is filled with 'Atlanta', the 'State' field with 'GA', and the 'Zip Code' field with '30334'. The 'Country' field is filled with 'United States'. The 'Certification Number *' field contains '123456'. The 'Cancel' and 'Save' buttons are still present in the top right corner. A large orange border highlights the entire address section of the form.

