User Groups

About User Groups:

User Groups are split up into two categories that must first be created in order to later add tenants and users.

1. **Non-Tenant User Group**: The Non-Tenant User Group(s) consists of all users that occupy the building without a lease, such as staff.
   - These Non-Tenant User Groups vary from: Accounting, Brokers, Directors, Document Library Administrators, Engineering, Ownership, Property Administrators, Property Managers, or Security.

2. **Tenant User Group**: The Tenant User Group(s) consists of the various tenants (companies/businesses) and their users (employees) that occupy specific floors and/or suites of your building.
   - These Tenant User Groups vary from: Tenant Managers, Tenants, or User Registration.

Note:

- Upon the initial set up of your Axis Portal, the different User Groups have already been set up along with the current tenants and users through the Portal Setup Collector (PSC) provided to you by your Axis Portal representative.

About Tenants:

Tenants are one of the sub-categories that fall under the Tenant User Group, which include the various companies and businesses that inhabit specific floors and/or suites of your building.

About Users:

Users are either the individual people that are employed by the various tenants or the individuals that fall under Non-Tenant User Groups (i.e. Katherine, the Engineer; Mike, the Property Manager, etc.).