

Create Non-Tenant User Group

1. Click *Control Panel > Setup > User Groups*



2. In the left pane, click **Create Non-Tenant User Group**.



3. Under the **Basic Information** tab, enter all applicable information.

A screenshot of a form with two tabs: 'Basic Information' and 'Permission Setup'. The 'Basic Information' tab is active and highlighted with a red rectangular box. The form contains the following fields:

- User Group Type: Non-Tenant
- User Group Role: Unknown (dropdown menu)
- User Group Name *: (text input field)
- Description: (text area with up/down arrows)
- Default Folder ID: (text input field)

4. Under the **Permission Setup** tab, select either **Enable** or **Disable** for each module to allow or not allow permission to the users that will later be added to the new user group.

Note:

- Permissions can be edited at any time for full customization of user groups.

A screenshot of the 'Permission Setup' tab in the user group creation form. The 'Permission Setup' tab is active and highlighted with a red rectangular box. The form displays a list of modules with radio buttons for 'Enable' and 'Disable' next to each. The 'Disable' radio button is selected for all modules. The 'Enable' radio buttons are highlighted in yellow.

Module	Enable	Disable
Document Library	<input type="radio"/>	<input checked="" type="radio"/>
Handbooks	<input type="radio"/>	<input checked="" type="radio"/>
Reports	<input type="radio"/>	<input checked="" type="radio"/>
Building Service	<input type="radio"/>	<input checked="" type="radio"/>
Property Checklists	<input type="radio"/>	<input checked="" type="radio"/>
Tenant Request	<input type="radio"/>	<input checked="" type="radio"/>
Estimates	<input type="radio"/>	<input checked="" type="radio"/>

5. Click **Create**.