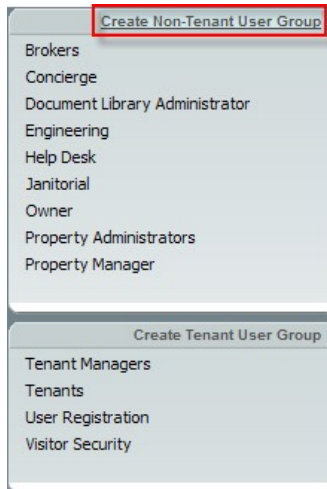


Create Non-Tenant User Group

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 with a yellow background.

| 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**.