





# CONTROL PANEL

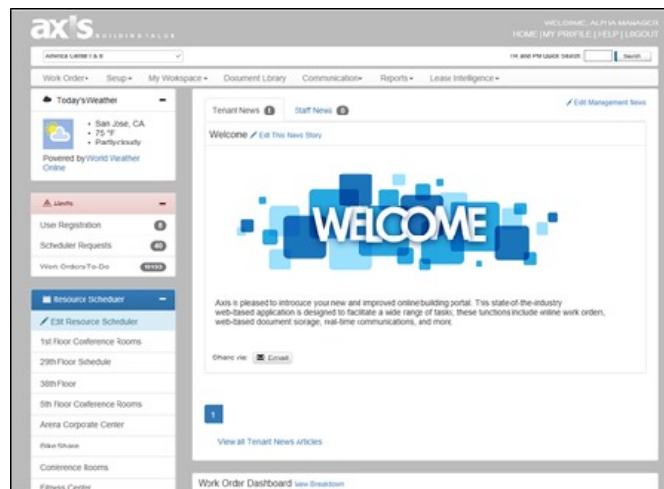
## Control Panel:

### About

The Control Panel is for Building Staff only and is the place in which all functions necessary to setup, customize, and operate the property's Axis Portal from a single user-friendly interface that is available from any computer or operating system with a browser and active Internet connection.

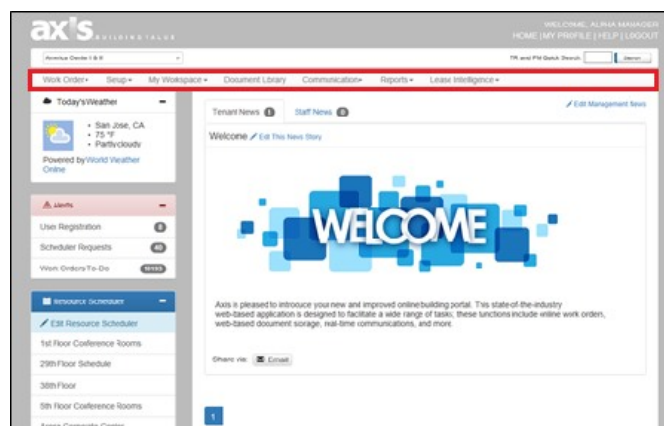
### Accessing the Control Panel

When Building Staff log into their portal, they will be directed to the Control Panel. The **Control Panel** menu will be displayed at the top and **My Workspace** will be displayed below it. Building Staff may also log directly into Control Panel (instead of going through their portal) by going to <https://cp.axisportal.com>. If a user does not yet have an account, please contact the Property Administrator or the Axis Portal Support Team.



### Navigating the Control Panel

The Control Panel Homepage displays all the functions in a horizontal top toolbar, which remains visible no matter where users navigate within the site.





The menu is organized as follows:

- [Work Order](#)
  - Property Inspection Checklists
  - Dashboard
  - Messages
  - Tenant Requests
  - Preventive Maintenance
  - Visitor Security
  - COI (Certificate of Insurance)
  - Surveys
  - Property Inspections
  - Search
- [Setup](#)
  - Places
  - Tenants
  - Vendors
  - User Groups
  - User Search
  - User Registration
  - Coverage
  - Work Order Routing
- [Content Manager](#)
  - Area Information
  - Available Space
    - Leasing Message
    - Leasing Documents
    - Available Space
    - Available Space Stacking Plan
  - Brochures
  - Contact Section
  - Custom Pages
  - Directions
  - Handbooks
  - Header / Footer
  - Homepage
  - Photo Gallery
  - Property Information
  - Register Me
  - Style Sheet
  - Sustainability
  - Testimonials
  - Weather
- [My Workspace](#)
  - Calendars
  - Feedback Message
  - In the Spotlight
  - Local News and Links
  - Management News

- My Workspace Links
- Promotions
- Schedulers
- Tenant Demos
- [Document Library](#)
- [Communication](#)
  - Automated Emails
  - Distribution List
  - Emergency Communication
  - Lottery
  - Message Blaster
  - Press Room
  - Property Alerts
  - Smart Flyer
- [Reports](#)
  - User & Usage Reports
  - Message History Report
  - Work Order Reports
- [Lease Intelligence](#)
  - Stacking Report
  - Expiration Report
  - How-to Upload

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**Note:**

- For users with access to multiple properties, be sure to select the correct property from the drop-down menu on the top left before proceeding to use any functions of the Control Panel.
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