Tenants and Tenant Users

About Tenants and Tenant Users:

Tenants who will be using the Tenant Request module must first be added to Axis Portal. Under each tenant, the individuals who will be submitting requests must be added as well; these individuals are referred to as users.

<u>Note:</u>

- Only tenant users added to the **Tenant Managers** User Group will have access to submitting work orders through Axis Portal.
- Tenant users added to the **Tenants** User Group ***do not*** have access to submitting work orders.

To add, edit, or delete tenants and users, refer back to various methods under Tenants or Creating a Tenant User.