

Add/ Remove/ Reorder Contacts





Note:

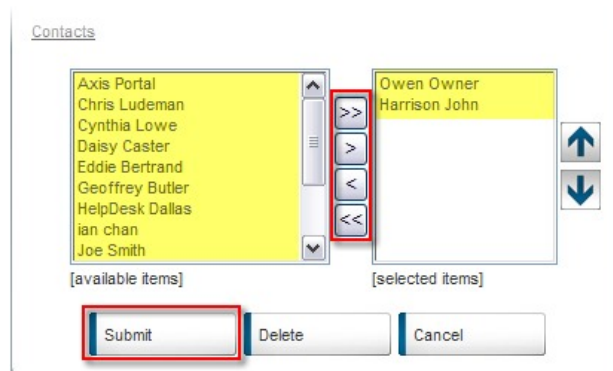
- Users must have already been created to add them to the Contact Section. If not, refer back to the *Control Panel* --> *Setup* --> *User Groups/ Tenants* --> *Non-Tenant User Groups (staff)* --> [Create Non-Tenant User](#) section of the AXIS Portal help handbook to **setup new Non-Tenant users** or **upload portraits**.



1. Click [Control Panel > Content Manager > Contact Section](#)
2. Click **Edit** next to the section you wish to add contacts to from the Contact Sections list.

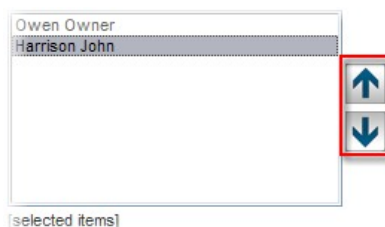
Contact Section - 8 entries

<input type="checkbox"/> Title	Message	
<input type="checkbox"/> Management Team	Your management team is happy to assist	Edit
<input type="checkbox"/> Leasing Team		Edit
<input type="checkbox"/> Engineering		Edit
<input type="checkbox"/> Security	Security Services Provided By AMCO	Edit
<input checked="" type="checkbox"/> Janitorial	Janitorial services provided by.....	Edit
<input type="checkbox"/> Parking	Parking Program provided by etc.	Edit
<input type="checkbox"/> Night Crew		Edit
<input type="checkbox"/> On Call Maintenance	These individuals are here to serve your	Edit

3. To **Add Contacts**: Select the Names of applicable contacts from the left box (which lists all current Non-Tenant Users) and move over to the right box using the  and  buttons.
4. To **Remove Contacts**: Select the Names of the desired contacts from the right box and move back over to the left box using the  and  buttons.



5. The order of the names in the right box correlates with the order in which the contacts are displayed on your Portal. Select names, and click  or  to reorder as desired.



6. Click **Submit**.