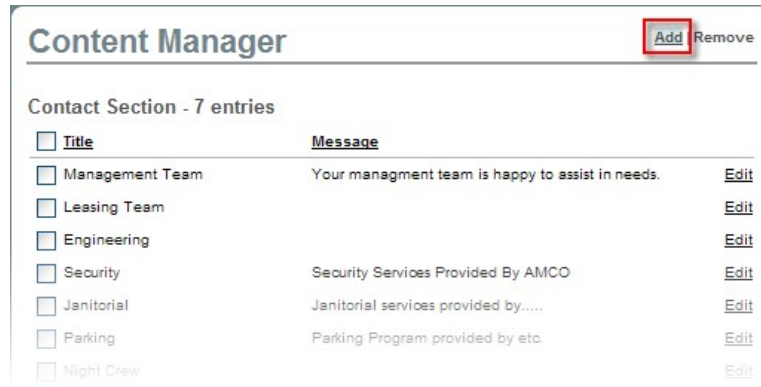






## Creating a Contact Section

1. Click on [Control Panel > Content Manager > Contact Section](#)
2. If a desired Contact Section is not on the displayed list, click **Add** in the top right of the page.

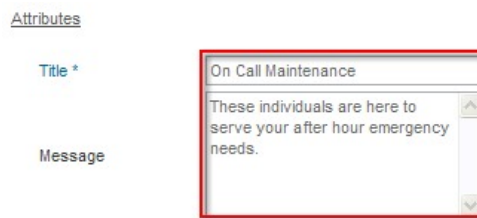


**Content Manager** Add Remove

Contact Section - 7 entries

<input type="checkbox"/> Title	Message	
<input type="checkbox"/> Management Team	Your managment team is happy to assist in needs.	<a href="#">Edit</a>
<input type="checkbox"/> Leasing Team		<a href="#">Edit</a>
<input type="checkbox"/> Engineering		<a href="#">Edit</a>
<input type="checkbox"/> Security	Security Services Provided By AMCO	<a href="#">Edit</a>
<input type="checkbox"/> Janitorial	Janitorial services provided by.....	<a href="#">Edit</a>
<input type="checkbox"/> Parking	Parking Program provided by etc.	<a href="#">Edit</a>
<input type="checkbox"/> Night Crew		<a href="#">Edit</a>

3. Under Attributes, add a **Title** (e.g. "Management Team, Security, Janitorial, etc.) and any applicable **Message** about the Contact Section.



Attributes

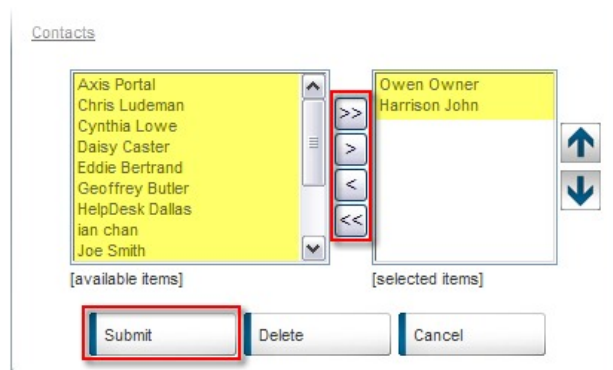
Title \*

Message

4. To add a contact to the **Contact Section**, refer to [Add/ Remove a Contact](#) from the AXIS help handbook, or follow the proceeding steps.

**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**.
5. Under 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 arrow buttons.



Contacts

Axis Portal  
Chris Ludeman  
Cynthia Lowe  
Daisy Caster  
Eddie Bertrand  
Geoffrey Butler  
HelpDesk Dallas  
ian chan  
Joe Smith

[available items]



Owen Owner  
Harrison John

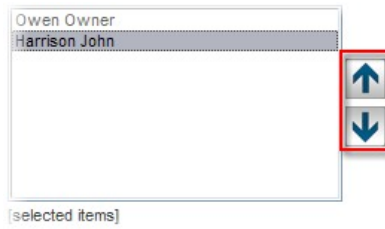
[selected items]

Submit

Delete

Cancel

6. 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.



Owen Owner  
Harrison John

[selected items]

7. Click **Submit**.