

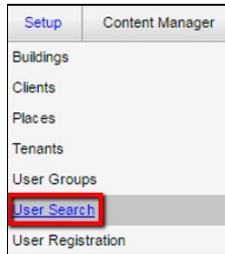
Enabling Non-Tenant User Subscriptions

[Control Panel](#) > [Setup](#) > [User Search](#) > [Edit User's Profile](#) > [Subscriptions Tab](#)

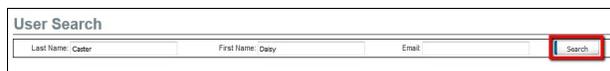
Enabling Non-Tenant User Subscriptions:

If this is the first time you are adding a subscription, you will need to first enable email subscriptions before being able to add a notification.

1. Go to **Control Panel > Setup > User Search**.



2. Enter the desired user's information and click on **Search**.



A screenshot of the User Search form. It contains three input fields: Last Name (Caster), First Name (Daisy), and Email. A red box highlights the Search button.

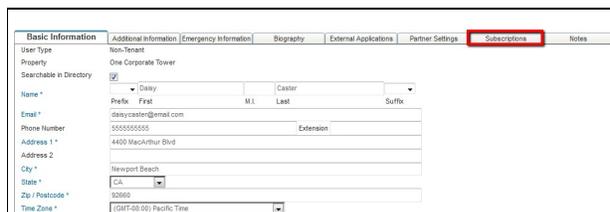
3. Click on **Edit** for the desired user you'd like to enable subscriptions for.



A screenshot of the User Search results table. The table has one row with the following data: Last Name: Caster, First Name: Daisy, Email: daisycaster@email.com, User Group: Property Manager, Last Modified By: Avo, Last Modified Date: 3/14/2016 12:55:59 PM. A red box highlights the Edit button in the Action column.

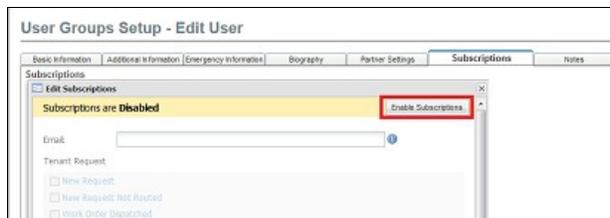
	Last Name	First Name	Email	User Group	Last Modified By	Last Modified Date	Action
<input type="checkbox"/>	Caster	Daisy	daisycaster@email.com	Property Manager	Avo	3/14/2016 12:55:59 PM	Edit

4. Click on the **Subscriptions** tab.



A screenshot of the user profile page. The Subscriptions tab is highlighted with a red box. The page shows various user information fields such as Name, Email, Address, and City.

5. Click on **Subscription Settings** on the right-hand side.



A screenshot of the Subscription Settings dialog box. The dialog box has a title bar that says "User Groups Setup - Edit User". It contains a "Subscriptions" section with a "Enable Subscriptions" button highlighted by a red box. There is also an "Email" field and a "Tenant Request" section with checkboxes for "New Request", "New Request Not Routed", and "Work Order Dispatched".

6. Enter a **Subscription E-mail Address**. By default, the user's email address is used. This can be overridden by entering an alternate email address in the field provided.
7. After subscription types are selected (see [Adding Non-Tenant User Subscriptions](#) for details), please remember to Click **Save** button at the lower right-hand corner. Then, **Save** changes in your profile.

User Groups Setup - Edit User

Basic Information | Additional Information | Emergency Information | Objects | Partner Settings | Sys Status | **Subscriptions** | News

Subscriptions

Edit Subscriptions

Email:

Tenant Request

- New Request
- New Request Not Requested
- Work Order Dispatched
- Estimate Requested
- Estimate Approved
- Estimate Rejected
- Dispatched (Work Not Started 1)
- Dispatched (Work Not Started 2)
- Dispatched (Work Not Completed)
- New Tenant Message
- New Employee Message
- Request Cancelled

Preventive Maintenance

Email:

- Missing Values
- Call Abandon

Certificate of Insurance

- Vendor - COI Copy
- Vendor - New COI Message
- Tenant - COI Copy
- Tenant - New COI Message

Angus Systems Subscriptions

- Service Alerts
- Announcements

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