

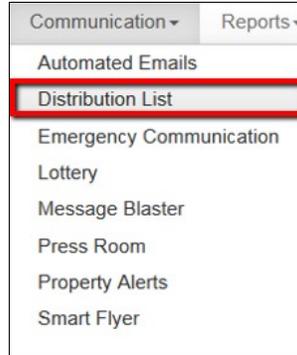




# Creating a Distribution List

Control Panel > Communication > Distribution List

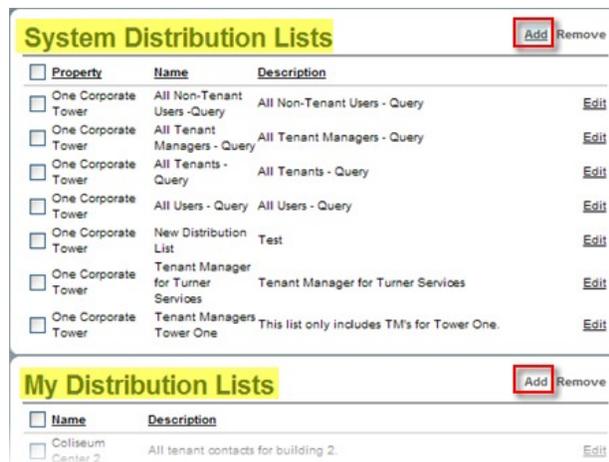
## Creating a Distribution List:



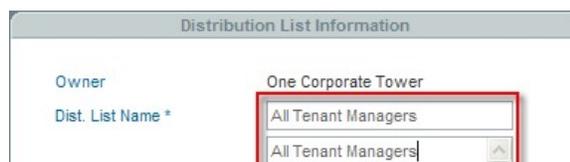
1. Go to **Control Panel > Communication > Distribution List**.
2. Click on **Add** on the top right of the **System Distribution Lists** or **My Distribution Lists**.

### Note:

- By default, the **System Distribution Lists** displays the lists created by Axis Portal upon the initial setup of your portal as well as any other general user group distribution lists.
- **Distribution Lists** added under **System Distribution Lists** will be available for all staff users for that property.
- The **My Distribution Lists** is a separate section used to organize customized lists at your discretion. **Distribution Lists** added under **My Distribution Lists** will be *only* be available to the user who created that list.



3. Under **Distribution List Information**, add a **Distribution List Name** and **Description**.



Description \*

\* Required Information

- In order to add users to your distribution list, first conduct a search for members and/or queries using the **Search** section in the upper right-hand corner.
- A search can be run according to **User Type, Property, Building, Tenant, User Group, Name, Email, User Group String, and/or Emergency Contact Settings.**

**Note:**

- Leaving the search options blank dismisses the filter and displays all users within that criterion.

- Click on **Search**.

The screenshot shows the 'Search' interface with the following fields highlighted by red boxes:

- User Type: Tenants Only (selected)
- Property: One Corporate Tower
- Tenant: --- Tenants ---
- Building: Tower One
- User Group: Tenant Managers
- Advanced Search: First Name, Email, Emergency Contact (radio buttons: Yes, No, Both)
- Last Name, User Group
- Search button

- The **Search Results** are displayed below according to **Last Name, First Name, Email, Phone Number, Emergency Contact, Tenant, and Tenant User Status.**

Distribution List - add/edit members

Members | Queries | **Search Result**

<input type="checkbox"/>	Last Name	First Name	Email	Phone Number	Emergency Contact	Tenant	Tenant User
<input type="checkbox"/>	Bulson	Mike	mike.bulson@esupport.com	14948093805	No	AVIS Portal	Yes
<input type="checkbox"/>	Chesler	Morning	morning11@esupport.com		No	Turner Services	Yes
<input type="checkbox"/>	Eleatic	Gary	gale@esupport.com	14213555999	No	GE	Yes
<input type="checkbox"/>	Hlv	Lisa	lisa@esupport.com	14881234567	Yes	Telecom 1	Yes
<input type="checkbox"/>	Janner	Bobby	bobbyj@esupport.com	14213555943	No	Turner Services	Yes
<input type="checkbox"/>	Lederna	Ren	ren@esupport.com	14213555943	Yes	Turner Services	Yes
<input type="checkbox"/>	Martin	Martin	martin@esupport.com	14233271826	No	Angis Insurance	Yes
<input type="checkbox"/>	Morales	Arnette	arnette@esupport.com	14213555943	No	Turner Services	Yes
<input type="checkbox"/>	Mladena	Adam	adam@esupport.com	14233271827	No	Adobe	Yes
<input type="checkbox"/>	Quinto	Roderic	roderic@esupport.com	14213555943	Yes	Peralta Hot Dogs	Yes
<input type="checkbox"/>	Smith	Jamet	jamet@esupport.com	14213555943	No	Turner Services	Yes
<input type="checkbox"/>	Tenant	Tina	tina@esupport.com	142122841893	Yes	Turner Services	Yes
<input type="checkbox"/>	Tester	Jane	jane@esupport.com	14233242856	Yes	Aranea	Yes
<input type="checkbox"/>	Thomson	Lisa	lisa@esupport.com	14881234567	Yes	Telecom 1	Yes

Add Users | Add Query

- To *manually* add individual members to the **Distribution List**, select the desired users and click on **Add Users**. The users will be added and displayed under the **Members** tab.

**Note:**

- Manually** adding individual users to the **Distribution List** means that if a user is decommissioned in the future, that user must *manually* be removed from the list.
- Adding a **Query** (as noted in **Step #9**) instead of manually adding individual users adds the **Search** settings to the **Distribution List** and will *automatically* update according to the specified search criteria.

Members | Queries | **Search Result**

Last Name | First Name | Email



9. To add users to the **Distribution List** that will *automatically update* according to the specified search criteria, click on **Add Query**. The query will be added and displayed under the **Queries** tab.

**Note:**

- Adding a **Query** means that the **Search** settings will be added to the **Distribution List**.
- By adding a **Query** instead of manually adding individual users (as noted in **Step #8**), updates to **User Groups** and/or **Tenants** (i.e. employee termination, decommission, new hire, etc.) will *automatically* add or remove users from the **Distribution List**.

10. Click on **Save**.