Contact Section

Control Panel > Content Manager > Contact Section

About Contact Section:

The Contact Section of your Portal displays Portraits and contact information of selected staff (usually Non-Tenant Users), and is separated into various groups (e.g. ***Management Team, Leasing Team, Engineering, Security, Janitorial, Parking, Night Crew***, etc.).

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/ Tenant --> 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**.