

Adding Non-Tenant User Subscriptions

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

Adding Non-Tenant User Subscriptions:

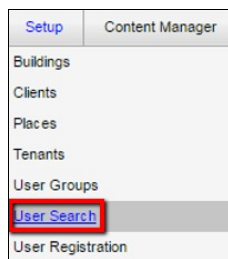
To add Non-Tenant user subscriptions, they must first be enabled. See [Enabling Non-Tenant User Subscriptions](#) for more information.

All Non-Tenants can add their own subscriptions or subscriptions for other Non-Tenants through **Control Panel** by editing the **Subscriptions** tab in the user's profile.

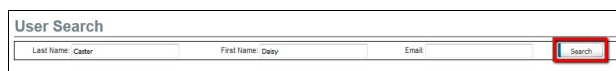
Note:

- You can only add subscriptions if the Non-Tenant user has had the subscription service enabled. See [Enabling Non-Tenant User Subscriptions](#) for more information.

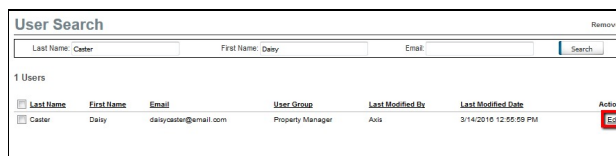
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- Go to **Control Panel > Setup > User Search**.



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

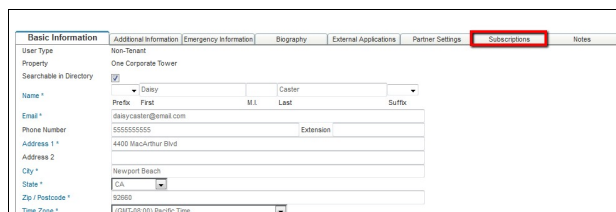
A screenshot of the 'User Search' form. It has three input fields: 'Last Name: Caster', 'First Name: Daisy', and 'Email:'. A 'Search' button is highlighted with a red box.

- Click on **Edit** for the desired user you'd like to add a subscription(s) for.

A screenshot of the 'User Search' results page. It shows a table with one user entry. The 'Action' column has an 'Edit' button highlighted with a red box.

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

- 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 like Name, Email, Address, etc.

Basic Information	Additional Information	Emergency Information	Biography	External Applications	Partner Settings	Subscriptions	Notes
User Type: Non-Tenant Property: One Corporate Tower Searchable in Directory: <input checked="" type="checkbox"/> Name: * Prefix: * First: * M.I.: * Last: * Suffix: * Email: * Phone Number: * Address 1: * Address 2: * City: * State: * Zip / Postcode: * Time Zone: *							

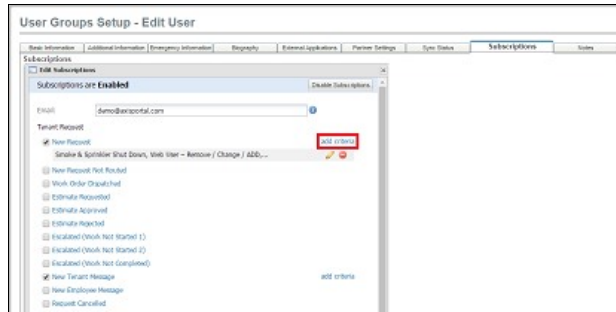
- Click on **Enable Subscriptions**, and add an email address.

A screenshot of the 'User Groups Setup - Edit User' page. The 'Subscriptions' tab is highlighted with a red box. It shows a table for managing subscriptions.

Basic Information	Additional Information	Emergency Information	Biography	Partner Settings	Subscriptions	Notes
Subscriptions						
<input type="checkbox"/> Edit Subscriptions						



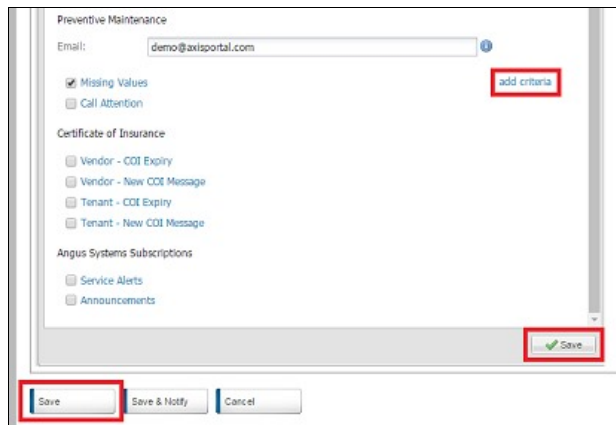
- The first section is used to subscribe to notifications related to Tenant Request events. After subscription type is selected, an **Add Criteria** link is displayed, allowing you to restrict the notification to specific properties, buildings, tenants, and request types.



A List of Subscription types is provided below:

- New Request: A new tenant request is submitted.
- New Request Not Routed: A new Tenant Request is received and the property does not have [work order routing](#) configured.
- Work Order Dispatched: A work order has been dispatched.
- Estimate Requested: The tenant includes a request for a cost-estimate on a Tenant Request.
- Estimate Approved/Rejected: The tenant approves/rejects a cost-estimate for a Tenant Request.
- Escalated: Work order has not been started/completed within a certain amount of time.
- New Tenant Message: When tenant contact adds a note or replies to an email
- New Employee Message: The employee adds note or replies to a message.
- Request Canceled: A notification is sent when a Tenant Request is canceled. (either by the Tenant or an Employee)

- The next session is for **Preventive Maintenance** notifications. A separate email address field is provided for these notifications. After subscription type is selected, an **Add Criteria** link is displayed, allowing you to restrict the notification to specific properties, buildings.



A List of Subscription types is provided below:

- Missing Value: When a work order is completed with missing values. Missing information can be supplied via Angus Anywhere.

- Call Attention: When Preventive Maintenance work orders are flagged as requiring additional attention (by selecting [Notify Supervisor](#) when completing the work order)

After changes have been made on the subscription setting, please remember to click on **both Save** buttons.