Deleting Non-Tenant User Subscriptions

Control Panel > Setup > User Search > Edit a User's Profile > Subscriptions Tab

Deleting Non-Tenant User Subscriptions:

To delete Non-Tenant user subscriptions, they must first be enabled. See <u>Enabling Non-Tenant User</u> <u>Subscriptions</u> for more information.

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

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

| Setup | Content Manager |
|------------|-----------------|
| Buildings | |
| Clients | |
| Places | |
| Tenants | |
| User Grou | ps |
| User Searc | <u>ah</u> |
| User Regis | stration |

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

| User Search | | | |
|-------------------|-------------------|--------|--------|
| Last Name: Caster | First Name: Daisy | Emailt | Search |
| | | | |

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

| User Se | arch | | | | | Remove |
|------------|------------|-----------------------|------------------|------------------|-----------------------|--------|
| Last Name: | Caster | First Nam | të: Daisy | Email: | | Search |
| 1 Users | First Name | Email | User Group | Last Modified By | Last Modified Date | Action |
| Caster | Daisy | dalsycaster@email.com | Property Manager | Axis | 3/14/2016 12:55:59 PM | Edit |

4. Click on the Subscriptions tab.

| Basic Information | Additional Information | Emergency Information | Biograph | ry External Application | ns Par | tner Settings | Subscriptions | Notes |
|-------------------------|--------------------------|-----------------------|----------|-------------------------|--------|---------------|---------------|-------|
| User Type | Non-Tenant | | | | | | | |
| Property | One Corporate Tower | | | | | | | |
| Searchable in Directory | V | | | | | | | |
| Name I | - Daisy | | Caster | | - | | | |
| Name | Prefix First | M.L | Last | | Suffix | | | |
| Email * | daisycaster@email.com | | | | | | | |
| Phone Number | 555555555 | | | Extension | | | | |
| Address 1 * | 4400 MacArthur Blvd | | | | | | | |
| Address 2 | | | | | | | | |
| City * | Newport Beach | | | | | | | |
| State * | CA 💌 | | | | | | | |
| Zip / Postcode * | 92660 | | | | | | | |
| Time Zone * | (GHT-08:00) Pacific Time | | | | | | | |

 From the Subscription List, remove the check mark from subscription types that are selected. In order to disable all subscription notifications, click on Disable Subscriptions.



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6. Click on both Save buttons.