





# Add Contact to Property Directory

To add a contact to the Property Directory of your Portal, refer back to the **Control Panel --> Setup --> User Groups/ Tenants --> Non-Tenant User Groups (staff) --> Create Non-Tenant User or Creating a Tenant User** sections of the AXIS Portal help handbook or follow the proceeding steps.

**Note:**

- There are numerous ways to add Tenant to the Property Directory that coincide with the 3 different methods of Creating Tenant Users.
- Only one method, however, can be used to Create Non-Tenant Users. Thus, **below we have only referred to the method that overlaps both Tenant and Non-Tenant Users.**
- Refer back to the [Creating a Tenant User](#) section, as noted above, of the AXIS help handbook for alternate methods.

1. Click on [Control Panel > Setup > User Groups](#)



2. Locate and click on the desired **Non-Tenant User Group** or **Tenant User Group** (from the left page) that the contact you wish to add to the directory falls under.



3. Locate the User from the Tenant or Non-Tenant User list (depending on which you selected), and click **Edit**.

**15 Users**

<input type="checkbox"/>	<u>Last Name</u>	<u>First Name</u>	<u>Email</u>	<u>User Group</u>	<u>Last Modified By</u>	<u>Last Modified Date</u>	<u>Action</u>
<input type="checkbox"/>	Butron	Mike	mike.butron@axisportal.com	Tenant Managers	Daisy Caster	12/15/2010 3:13:29 PM	<a href="#">Edit</a>

<input type="checkbox"/>	checklist	morning	morningTM@checklist.com	managers	Tina	5/10/2010	<a href="#">Edit</a>
<input type="checkbox"/>	Electric	Gary	ge@fakege.com	Managers	Tenant	9:20:23 PM	<a href="#">Edit</a>
<input type="checkbox"/>	Hsu	Lisa	lhsu@telecom1.com	Tenant	Daisy	12/15/2010	<a href="#">Edit</a>
<input type="checkbox"/>	Jenner	Brody	verasa76@123hotmail.com	Managers, User Registration	Caster	3:19:50 PM	<a href="#">Edit</a>
				Tenant	Axis	3/3/2010	<a href="#">Edit</a>
				Managers, User Registration		1:33:44 PM	<a href="#">Edit</a>
				Tenant	Axis	5/13/2010	<a href="#">Edit</a>
				Managers		2:32:32 PM	<a href="#">Edit</a>

- Under the Basic Information tab, select **Searchable in Directory** with a check mark to make the user searchable in the Property Directory. On the contrary, deselect the option to remove the user from the Property Directory.

Basic Information		Additional Information	Partner Settings
User Type	Tenant		
Property	One Corporate Tower		
Tenant	AXIS Portal		
Searchable in Directory	<input checked="" type="checkbox"/>		
Name *	<input type="text" value="Mike"/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>		
	Prefix	First	M.I. Last
Email *	mike.butron@axisportal.com		
Phone Number	9498093605		
Address 1 *	4400 MacArthur Blvd.		

- Click **Save** or **Save and Notify** to send an email to user notifying them of changes to their account.