





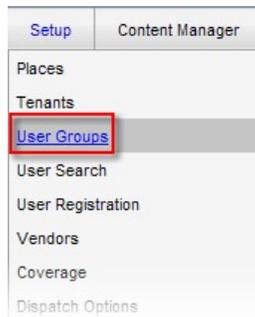
# Add Contact to Property Directory

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	Tenant Managers, User Registration	Daisy Caster	12/15/2010 3:19:50 PM	<a href="#">Edit</a>
<input type="checkbox"/>	Hsu	Lisa	lhsu@telecom1.com	Tenant Managers, User Registration	Axis	3/3/2010 1:33:44 PM	<a href="#">Edit</a>
<input type="checkbox"/>	Jenner	Brody	verasa76@123hotmail.com	Tenant Managers	Axis	5/13/2010 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:

Name \*

Prefix First M.I. La

Email \*

Phone Number

Address 1 \*

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