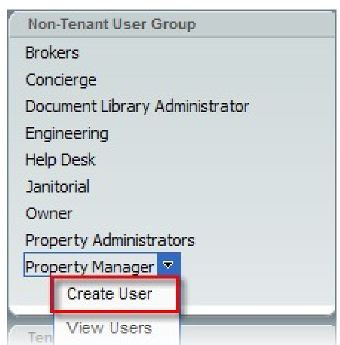
Create Non-Tenant User

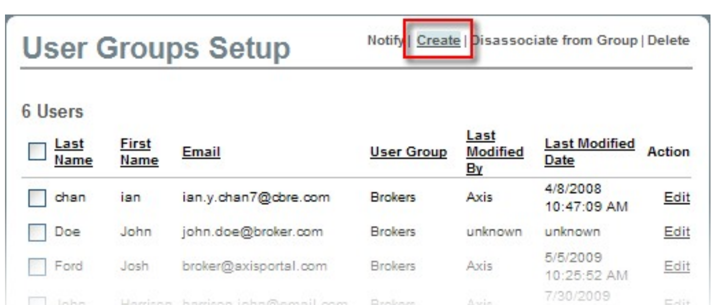
Unlike Tenant Users, there is only one method to create Non-Tenant Users.

1. Click *Control Panel > Setup > User Groups*

2. Locate and click on the **Non-Tenant User Group** from the left pane for which you would like to add Non-tenant users to.
3. Click on  to display the drop-down menu and its options.
4. Click **Create User**.



5. **OR** click **Create** from the top right of the User Groups Setup page when a Non-Tenant User list is being viewed for a specific Non-Tenant User Group.



6. Fill out all required Basic Information.

Notes:

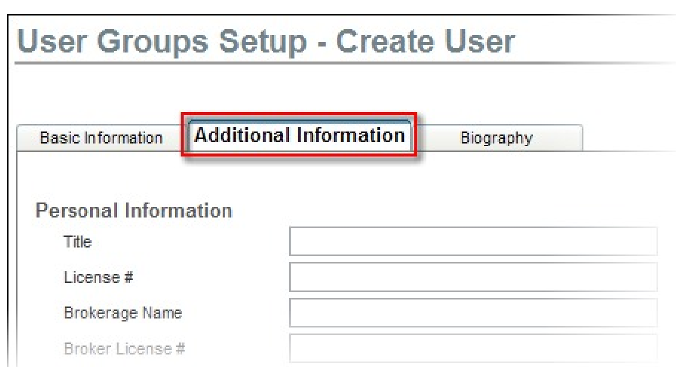
- Depending on the status of the newly created user, individuals receive different Email Settings. If you would like for an e-mail link to show up on the Management Contacts page, you'll need to check Contact Section under E-mail settings.

  Below is a description for each e-mail setting:

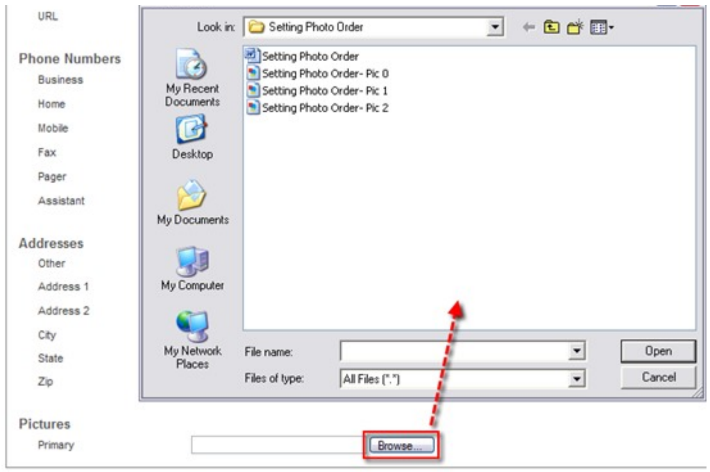
  • Message Blaster: Checking this subscribes this user to emails sent from Message Blaster
  • Approve Users: Checking this subscribes this user to receive an email notification whenever a tenant user requests to be added to the property's portal
  • Contact Us: Checking this subscribes this user to receive emails sent from the Contact Us page on the property's portal
  • Contact Section: Checking this displays an email link on this user's listing on the contact pages this user has been added to e.g. Management Contacts, Engineering Contacts, Leasing Contacts, etc.
  • Available Spaces: Checking this subscribes this user to receive email notifications when someone clicks on **detail** for an available space in the Availabilities page and fills out their information in the popup box. (**Enable Tracking** must be checked in the Control Panel for this popup box to appear). Note: User must also be added to the **Leasing Contact Section Group** in order to receive these email notifications
  • Approve Scheduler: Checking this subscribes this user to receive an email when a user requests to book a resource
  • Checklist Notification: Checking this subscribes this user to receive an email when a Checklist is due
  • Lease Notification: Checking this subscribes this user to receive an email when a lease is nearly due

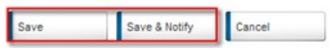
- For assistance in creating a password, consult with your administrator or contact AXIS Portal Support

7. If you would like a User to show up on the Contact Section of your Axis Portal, click on the **Additional Information** tab; and proceed to fill out the **Title** and any other desirable optional information.



8. Scroll to the bottom of the page. Click **Browse**.
9. Locate a portrait image of the new user from your local hard drive or network using the pop-up window.
10. Click **Save** or **Save and Notify** to send out an email notification that the user's account has been created or edited.


URL
Phone Numbers
Business
Home
Mobile
Fax
Pager
Assistant
Addresses
Other
Address 1
Address 2
City
State
Zip
Pictures
Primary
Browse...
Look in:
Setting Photo Order
Setting Photo Order
Setting Photo Order- Pic 0
Setting Photo Order- Pic 1
Setting Photo Order- Pic 2
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
File name:
Files of type:
All Files (*.*)
Open
Cancel


Save
Save & Notify
Cancel