

Setting Management and Leasing Contacts

[Control Panel > Content Manager > Contact Section](#)

About:

The **Management** and **Leasing Contacts** settings effects email settings at various locations throughout your Portal. More specifically, the settings define which Contact Section group (that has already been created per steps noted in [Creating a Contact Section](#)) receives emails for different current and prospective tenant inquiries.

The screenshot shows the 'Content Manager' interface with a table of contact section entries. Red arrows point from the 'Management Team' and 'Leasing Team' entries in the table to the corresponding dropdown menus in the 'Management and Leasing Contacts' section below. The 'Management and Leasing Contacts' section is highlighted with a red box.

<input type="checkbox"/> Title	Message	
<input type="checkbox"/> Management Team	Your management team is happy to assist	Edit
<input type="checkbox"/> Leasing Team		Edit
<input type="checkbox"/> Engineering		Edit
<input type="checkbox"/> Security	Security Services Provided By AMCO	Edit
<input type="checkbox"/> Janitorial	Janitorial services provided by....	Edit
<input type="checkbox"/> Parking	Parking Program provided by etc.	Edit
<input type="checkbox"/> Night Crew		Edit

Management and Leasing Contacts
Choose defined contact groups that are responsible for management and leasing These groups will be associated with management and leasing of the property:
Management Contact Section Group: Management Team
Leasing Contact Section Group: Leasing Team

Email Settings:

Which Non-Tenant Users (staff) receiving the different email inquiries ultimately depends on which email settings have been applied to the users from the initial Non-Tenant User Setup as noted under **Control Panel --> Setup --> User Groups/ Tenants --> Non-Tenant User Groups --> Create Non-Tenant User** section of the AXIS Portal help handbook.

The screenshot shows the 'Email Settings' form with several checkboxes. The 'Available Spaces', 'Contact Us', and 'Contact Section' checkboxes are checked and highlighted with red boxes.

Email Settings

<input type="checkbox"/> Message Blaster	<input type="checkbox"/> Approve Users	<input checked="" type="checkbox"/> Contact Us	<input checked="" type="checkbox"/> Contact Section
<input checked="" type="checkbox"/> Available Spaces	<input type="checkbox"/> Approve Scheduler		

- **Contact Section:** From the Send Message ("click here") of the side bar. The Management User Contact Section Group usually receives these emails.

The screenshot shows the 'One Corporate Tower' website. On the left, there is a contact form with a 'click here' link highlighted by a red box. On the right, there is a 'MANAGEMENT TEAM' section with a photo of a woman and some text.

One
CORPORATE TOWER

HOME | CONTACT
LOGIN | TEST

We would like to hear your comments. Please [click here](#) to send us a message.

MANAGEMENT TEAM
Your management team is happy to assist

LAUREN
Property
400 S
Los Angeles

- Contact Us:** From the "Contact Us" link located under *Leasing Info* on your Portal. Both Management and Leasing Contact Section Groups usually receive these emails.

HOME | CONTACT | AREA INFO | PROPERTY INFO | **LEASING INFO** | TENANT HAND

LOGIN | TEST1 | PUBLIC SCHEDULER

Available Space

Leasing Documents

Contact Us

CONTACT US

Please input your name and contact information in the form below, and select the issues you are interested in, and we will contact you shortly to answer any of your questions.

NAME*

COMPANY

E-MAIL*

PHONE

REQUESTS*

☐ I have read and accept the terms of service*

* Required Information

Send

Reset

- Available Spaces:** From the "Detail" request link located next to available suites under *Leasing Info* > *Available Spaces* of your Portal. The Leasing Contact Section Group usually receives these emails.

HOME | CONTACT | AREA INFO | PROPERTY INFO | **LEASING INFO** | TENANT HAND

LOGIN | TEST1 | PUBLIC SCHEDULER

Available Space

Leasing Documents

Contact Us

One Corporate Tower Leasing Information. If you want more information, contact one of our listed brokers, or contact building management.

PER ONE SPACE AVAILABLE

Suite	Floor	Type	SQF	Rate	Date	Comments	
501	05	Retail Office	call	Upon Request	Avail Now	Great Views!	detail