

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. At the top right, there are 'Add | Remove' links. Below the header, it says 'Contact Section - 7 entries'. A table lists the contact sections with columns for 'Title', 'Message', and 'Edit'. The entries are: Management Team (Message: 'Your management team is happy to assist'), Leasing Team, Engineering, Security (Message: 'Security Services Provided By AMCO'), Janitorial (Message: 'Janitorial services provided by....'), Parking (Message: 'Parking Program provided by etc.'), and Night Crew. Below the table, a section titled 'Management and Leasing Contacts' contains instructions and two dropdown menus: 'Management Contact Section Group' (set to 'Management Team') and 'Leasing Contact Section Group' (set to 'Leasing Team'). Red arrows point from the 'Management Team' and 'Leasing Team' entries in the table to their respective dropdown menus.

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 'Email Settings' with several checkboxes: 'Message Blaster', 'Approve Users', 'Contact Us', 'Contact Section', 'Available Spaces', and 'Approve Scheduler'. The 'Contact Us', 'Contact Section', and 'Available Spaces' checkboxes are checked and highlighted with red boxes.

- **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. In the top right corner, there are links for 'HOME | CONTACT', 'LOGIN | TEST'. Below the header, there is a section for 'MANAGEMENT TEAM' with the text 'Your management team is happy to assist'. To the left, there is a call to action: 'We would like to hear your comments. Please [click here](#) to send us a message.' The 'click here' link is highlighted with a red box.

- **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 HANDLING

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 property you are interested in. 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

- **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 HANDLING

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