

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. The table has columns for 'Title', 'Message', and 'Edit'. The entries are:

<input type="checkbox"/> Title	Message	Edit
<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

Below the table is a section titled 'Management and Leasing Contacts' with the following text: 'Choose defined contact groups that are responsible for management and leasing These groups will be associated with management and leasing of the property:'. There are two dropdown menus: 'Management Contact Section Group' set to 'Management Team' and 'Leasing Contact Section Group' set to 'Leasing Team'. Red arrows in the original image 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.

Email Settings

- Message Blaster
- Approve Users
- Contact Us
- Contact Section
- Available Spaces
- 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. The top navigation bar includes 'HOME | CONTACT US', 'LOGIN | TESTimonials'. The main content area features a 'MANAGEMENT TEAM' section with the text 'Your management team is happy to assist'. In the sidebar, there is a call to action: 'We would like to hear your comments. Please [click here](#) to send us a message.'

- **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 area you would like to be contacted. 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