





# Create Tenant User Group

## Creating a Tenant User Group:

**Note:** There are already three default tenant user groups:

- **Tenant Managers** - Users within this user group have the highest level of access to the portal as they are able to access the work order system and submit tenant requests on their own behalf.
- **Tenants** - Users within this user group cannot access the work order system and must contact Property Management or a Tenant Manager within their company to submit tenant requests, but can access the portal and reserve conference rooms, receive building communication and view Management News.
- **User Registration** - Users added to this user group are able to grant other users access to the system.

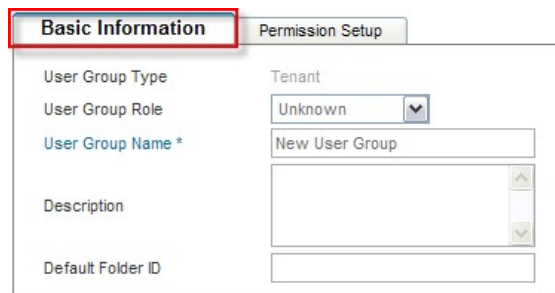
1. Click [Control Panel > Setup > User Groups](#)



2. In the left pane, click **Create Tenant User Group**.



3. Under the **Basic Information** tab, enter all applicable information.



A screenshot of the 'Basic Information' tab in the user group creation form. The tab is highlighted with a red rectangular box. The form contains the following fields:

- User Group Type:** Tenant
- User Group Role:** Unknown (dropdown menu)
- User Group Name \*:** New User Group (text input field)
- Description:** (text area with up/down arrows)
- Default Folder ID:** (text input field)

4. Under the **Permission Setup** tab, select either **Enable** or **Disable** for each module to allow or not allow

permission to the users that will later be added to the new user group.

**Note:**

- Permissions can be edited at any time for full customization of user groups.

Section	Enable	Disable
Document Library	<input type="radio"/>	<input checked="" type="radio"/>
Handbooks	<input type="radio"/>	<input checked="" type="radio"/>
Reports	<input type="radio"/>	<input checked="" type="radio"/>
Building Service	<input type="radio"/>	<input checked="" type="radio"/>
Property Checklists	<input type="radio"/>	<input checked="" type="radio"/>
Tenant Request	<input type="radio"/>	<input checked="" type="radio"/>
Estimates	<input type="radio"/>	<input checked="" type="radio"/>

5. Click **Create**.