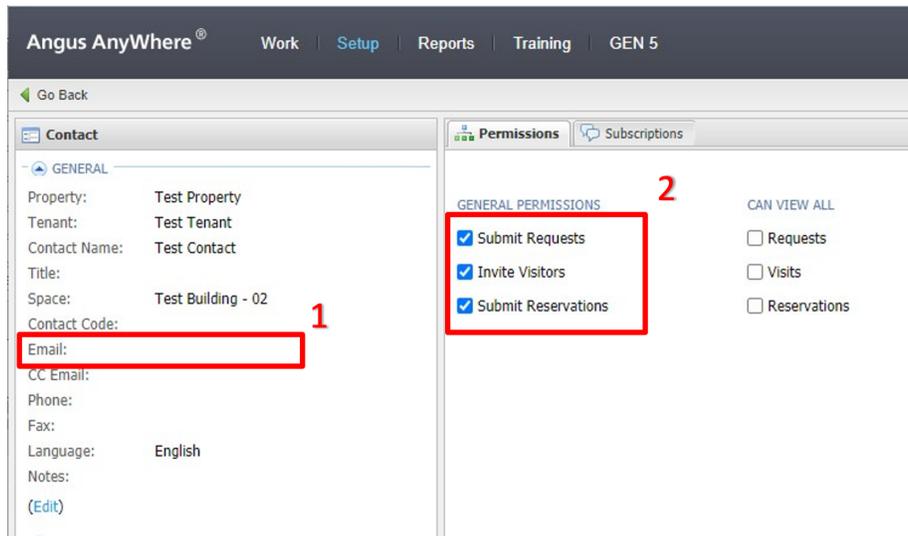


# Tenant Experience WebView Integration: Contact Setup

All users wishing to access the Angus AnyWhere Service Portal WebView through a third party Tenant Experience App, require an active Tenant Contact profile in Angus AnyWhere with the following:

1. An Email Address
2. Contact profile permissions enabled (i.e. "Submit Requests" for work orders)



The screenshot shows the 'Contact' setup page in the Angus AnyWhere system. The 'GENERAL' section includes fields for Property, Tenant, Contact Name, Title, Space, Contact Code, Email, CC Email, Phone, Fax, Language, and Notes. The 'Email' field is highlighted with a red box and a red '1'. The 'Permissions' section is also highlighted with a red box and a red '2', showing 'Submit Requests', 'Invite Visitors', and 'Submit Reservations' checked. The 'CAN VIEW ALL' section includes checkboxes for 'Requests', 'Visits', and 'Reservations'.

## Common reasons why users may have difficulties accessing the WebView via the app:

- Tenant Contact profile not setup for user.
- Tenant Contact profile is inactive.
- Permissions not enabled for user within their Tenant Contact profile
- Email address missing in the user's Tenant Contact profile.
- User logging into app using an email address not associated to their Angus AnyWhere Tenant Contact profile.
- User has multiple Contact profiles using the same email address.

Users having difficulties with their account setup, should first contact the Building Management's Angus AnyWhere Administrator to verify that their contact profile is setup correctly.

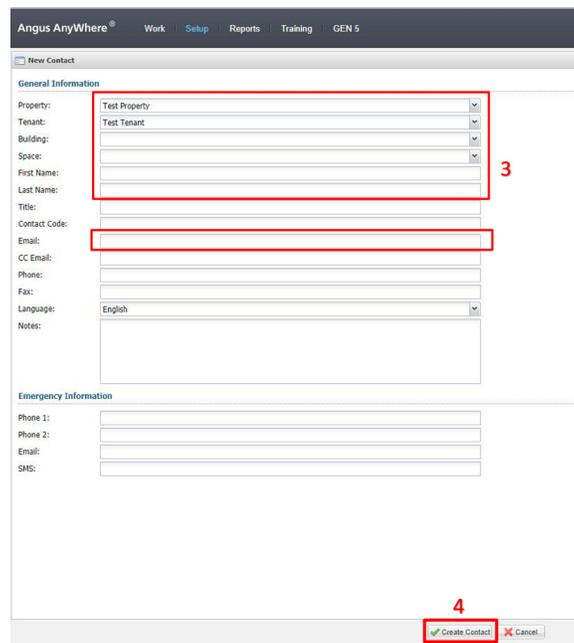
Below are details that can be shared with the Building Staff if they are unsure of how to create a Contact profile in Angus AnyWhere. Alternatively, they can contact Angus Systems' Support Team for assistance.

# Adding a Contact in Angus AnyWhere

1. Under the Setup tab, click General followed by Contacts in the menu on the left.
2. Click New Contact, located in the top-right corner.



3. Select the appropriate Property, Tenant, Building, and Space, then fill in the other general information fields (include email address).
4. Click Create Contact.



5. Contact profile will be created. Under the Permissions tab Select the appropriate permissions

