

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)

Angus AnyV	Angus AnyWhere [®] Work Setup Reports Training GEN 5			
4 Go Back				
Contact		Permissions 🖓 Subscriptions		
GENERAL Property: Tenant: Contact Name: Title: Space: Contact Code: Email:	Test Property Test Tenant Test Contact Test Building - 02	2 <u>GENERAL PERMISSIONS</u> Submit Requests Invite Visitors Submit Reservations	CAN VIEW ALL CAN VIEW ALL CAN Visits CAN Visits CAN Visits	
CC Email: Phone: Fax: Language: Notes: (Edit)	English			

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.

Angus AnyWhere [®] v	Vork Setup Reports Train	ng GEN 5		Quick Search	Advanced 🗸	?
Welcome	Property: All Properties	~			2 🗸	
~ General	Contacts					
Properties & Buildings	Test Tenant 🗙 🗸	Ruick Search Retive Contact	s 🔽 Contact Information 💌 🎗	Reset		O New Contact
Floors & Suites	Contact -	Tenant	Phone	E-mail	Administrator	Active
Tenants	Test Contact	Test Tenant			×	1
Contacts						

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

_ new contact		
General Inform	ation	
Property:	Test Property	~
l'enant:	Test Tenant	~
kuilding:		~
ipace:		× .
First Name:		3
ast Name:		
Title:		
Contact Code:		
Email:		
CC Email:		
Phone:		
Fax:		
anguage:	English	*
Emergency Info	ormation	
hone 1:		
hone 2:		
Email:		
SMS		

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

Go Back					
Contact		Permissions Subscription	ons		
GENERAL -					
Property:	Test Property	GENERAL PERMISSIONS 5	CAN VIEW ALL		
Tenant:	Test Tenant	Cubmit Dequests	C Bernutte		
Contact Name:	Test Contact	Submit Requests			
Title:		Invite Visitors	Visits		
Space:	Test Building - 02	Submit Reservations	Reservations		
Contact Code:					
Email:					
CC Email:					
Phone:					
Fax:					
Language:	English				
Notes:					
(Edit)					



© 2021 Angus Systems Group Limited. Angus AnyWhere and Angus EECO are registered trademarks of Angus Systems Group Limited. Other products mentioned in this document may be trademarks of Angus Systems Group or trademarks or registered trademarks of other software, hardware, or service providers and are used herein for identification purposes only.