

## How to use Tenant Wizard

Most users of Axcys have a third party Property Management System which integrates with Axcys to form a complete property management and accounting system. For the few Axcys users who do not utilize a PMS, the following is a brief into how to use the Tenant Wizard.

The only areas of concern are the areas highlighted in **RED**. All others need not be completely filled in, or filled in at all. The default settings (in **RED**) are preset to the most often used, and are not likely to need adjusting.

Go to Tenants → Tenant Wizard

Enter:

PIN

First Name

Last Name

Check the:

Lockout status

Time Zone

Click “Save/Update”

A box will appear showing available units. Select one or more.

Click Save

If there are more tenants to add, click Add Another Tenant.

Notes:

Only 1 PIN per unit.

A tenant can only have 1 PIN. If they desire more than 1 pin (like a different PIN for each unit) the NAME must be different. Add a middle initial or something.