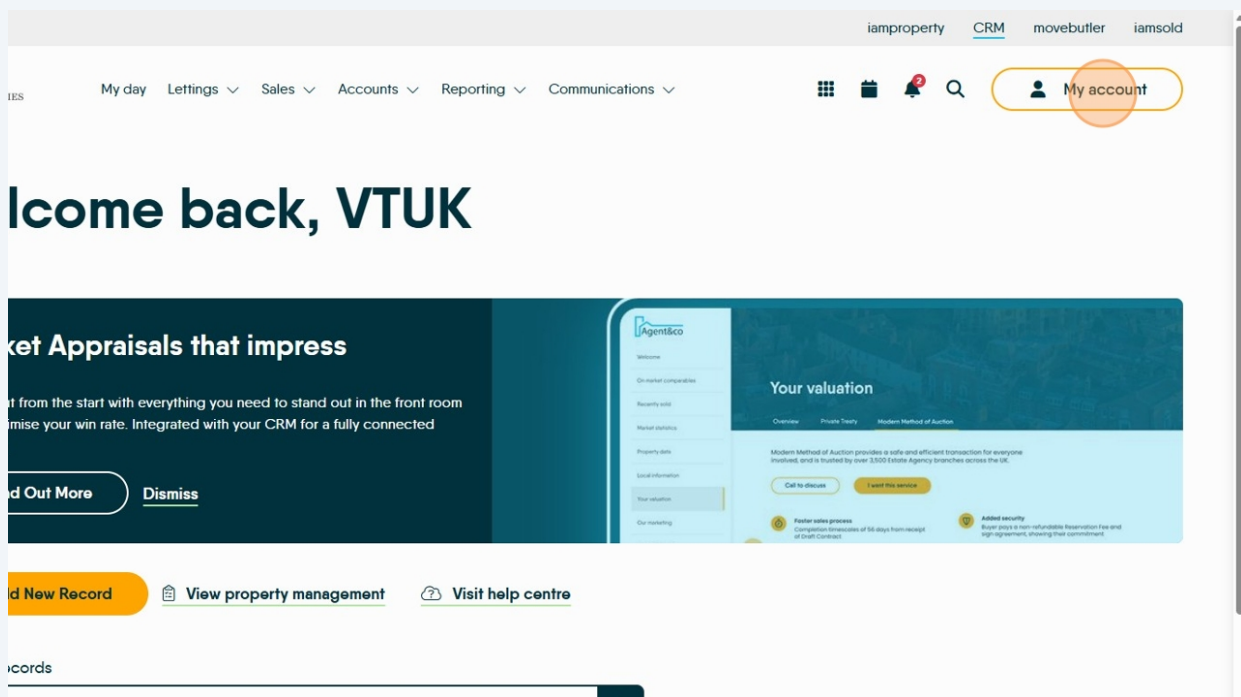


# Updating Property Management Access Settings in CRM

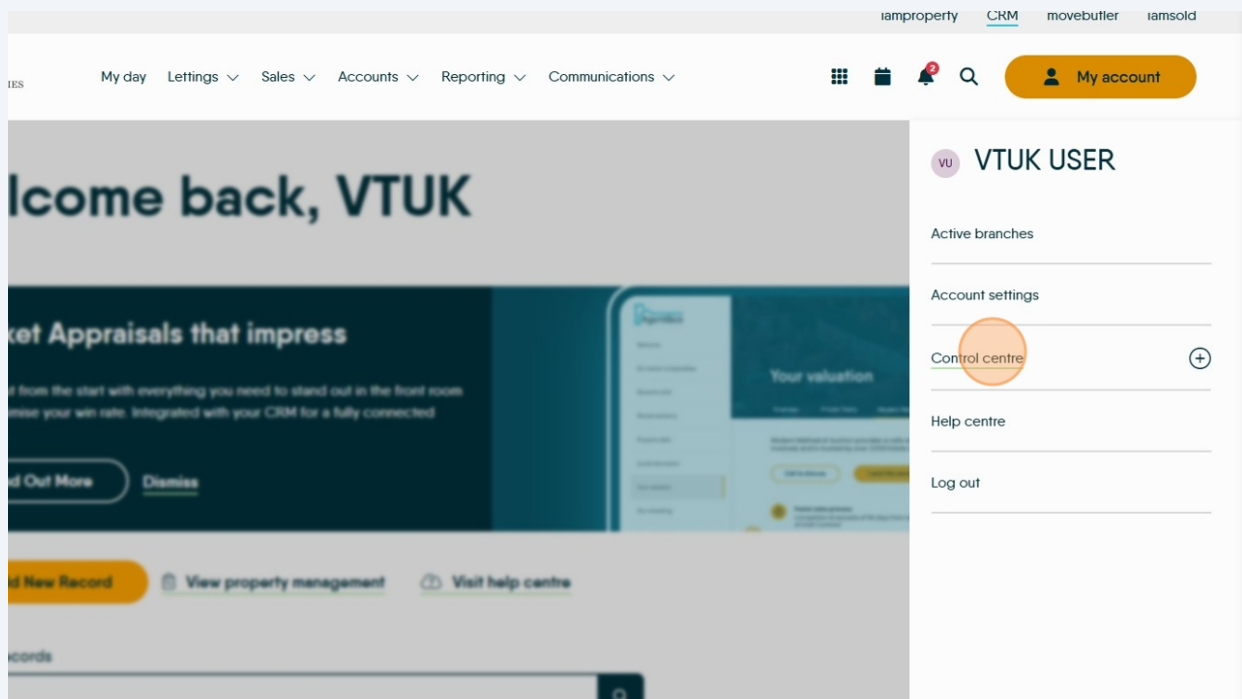


This guide provides essential steps for updating property management access settings in your CRM, ensuring that you can effectively manage permissions and streamline operations. By following the outlined process, you can enhance your team's efficiency and maintain better control over property management tasks. It's a valuable resource for anyone looking to optimize their CRM usage and improve collaboration within their organization.

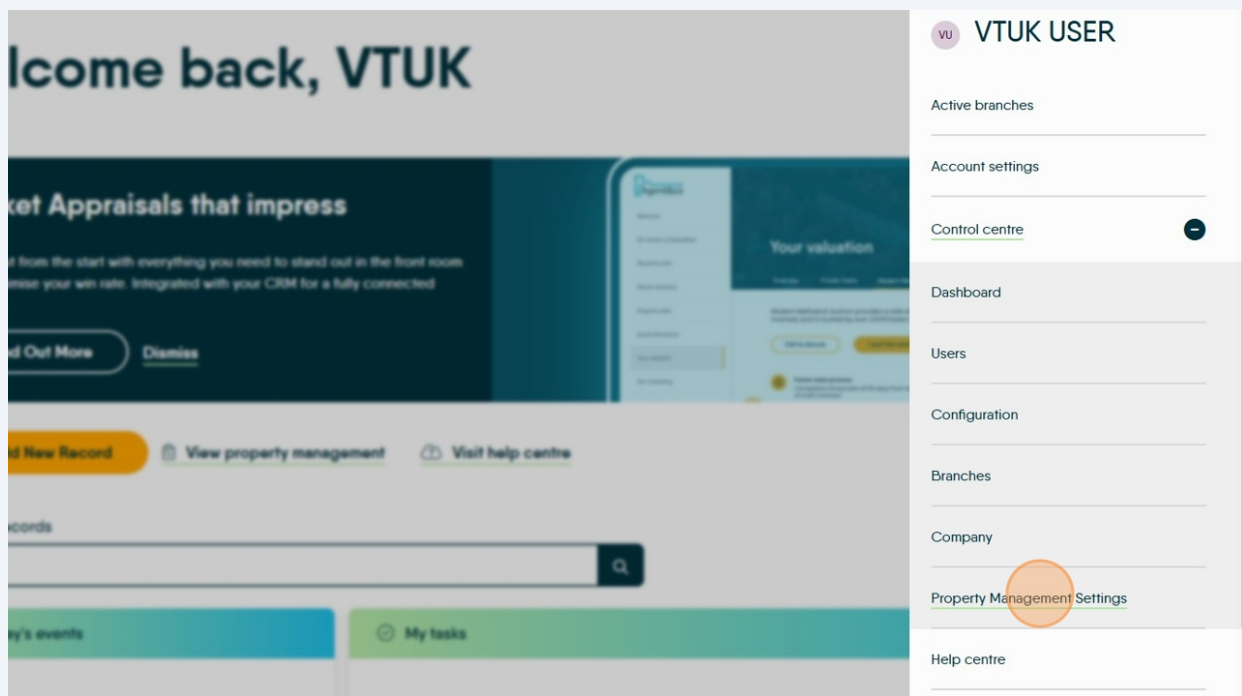
## 1 Click "My Account"



## 2 Click "Control centre"



## 3 Click "Property Management Settings"



4

Click here to change the access setting for Tenants to be able to report their own maintenance. As it shows below, no tenant could use the reporting portal. Toggle will be black when allowed.

WREN PROPERTIES LIMITED

My day Lettings Sales Accounts Reporting Communications

Control Centre > Property Management Settings

Branch  
VTUK Sync

Which management level of tenant can use property management

Fully Managed ☐

Let Only ☐

Rent Collect ☐

Contractor offer settings

Display tenant contact details on job assigned email? ☐

Configure job categories

5

**"Contractor Offer Settings"** Click here to show the Tenant contact details to the Contractor assigned to the job..

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Display tenant contact details on job assigned email? ☒

Configure job categories

⚡ 🔥 🔧 🔧 ⚠️ 🔔

6

Click here to **"Save"**

Property Management Settings

Management level of tenant can use property management

☒


☐


☐


Offer settings


Display contact details on job assigned email? ☐


Job categories


 0

 0

 0

 0

 0

 4

