IntellaSoft Reseller

- Tenants Module

Tenants Module

The **Tenants** module is where **Users** first start when adding a fresh phone system for an organization. A **Tenant** is a phone system which essentially means a collection of phones. For a single organization, in most cases you will fall under a single **Tenant**, however, a re-seller of the IntellaSoft platform may be required to maintain multiple organizations' phone systems, thus the need for having the ability to manage various **Tenants** within a singular web portal account.

How to Navigate to the Tenants Module

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Adding a New Tenant

1) Start by navigating to the Tenants Module via the **Navigation Panel**.

2) Click the button labeled **New Tenant**, two forms will appear labeled **Tenant Name** and **Long Name.**

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3) Enter the **Tenant Name.**

> Remember that the **Tenant Name** cannot contain spaces, if you wish to include a space in-between words, do so with an underscore. Enter a relevant **Long Name**, the long name serves as a descriptive name and can contain spaces.

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4) After you are satisfied with your selection, select **Save New Tenant**, or **Cancel** if you do not want to save. After you have saved, you will see a message stating **Changes Saved.**

Removing a Tenant

Due to the critical nature of the **Tenant** editor, for security reasons, we do not currently allow **Users** to delete any **Tenants** from the **Tenant** editor. Doing so can potentially have disastrous effects on a live system. Please contact your **System Administrator** to discuss removing a **Tenant**.

Tenants Module Video

Click here for an instructional video on navigating and using the **Tenants** module.