

External users

The **External Users** page lists all users who are **not linked to any unit**.

These users typically need access to the maintenance plan or other parts of the system **without being a member of the body corporate**.

How it works

- Admin users can **create external users** and assign them appropriate **security roles**, such as **read-only access**.
 - These users will not appear on the **Body Corporate** page, since they are not associated with any units.
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Examples of external users

External users might include:

- **Building surveyors** – need to see scheduled maintenance tasks and timing to perform inspections or works.
 - **Contractors or service providers** – need read-only access to plan works or review completed maintenance.
 - **Property managers or consultants** – monitor maintenance planning, budgeting, and reporting without being an owner.
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Key points

- External users are **not owners** and do not appear in the body corporate list.
 - Their access is controlled via **security roles**, which define what they can view or edit.
 - This allows organisations to provide **restricted, targeted access** to third parties while keeping the main body corporate data secure.
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