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## Step 6: Add business units

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▼ For Headquarters user access role only  
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This step is important if you would like to allow different users to view different projects. This means not every [user access role](#) account that you create will be able to view all the projects uploaded at the MHub Showroom.

If you do not have a need for such restrictions, kindly ignore this step.

### Settings > Business Units > + Business Units

- At the main homepage upon logging in, click **Settings**
- Click **Business Units**
- Click **+ Business Units** at the top right-hand side
- Fill up the form and click **Create**
  - Profile info
  - Select **Business Unit**  
Select on the different available options to adjust the viewing privileges for each user
  - **Access Role**: View the types of user access role accounts at [User account types](#)
  - **Access**
    - Active: User will be active and able to edit and manage depending on which company branch they are under and what is the company branch account (company branch can view which project)

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- **Delist:** User account will be hidden and offline. Headquarters admin is able to switch back to Active at any time
  - **Suspend:** User account will be deactivated
  - **Agency** checkbox: If the business unit is a property agency
  - **Registration Number:** The business/agency's registration number
  - **View All Projects** checkbox: To allow the business unit/company branch to view all published projects. Otherwise, you may assign manually
  - You may also give access to any project using the **Add Project** button at the bottom of the page
- 

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