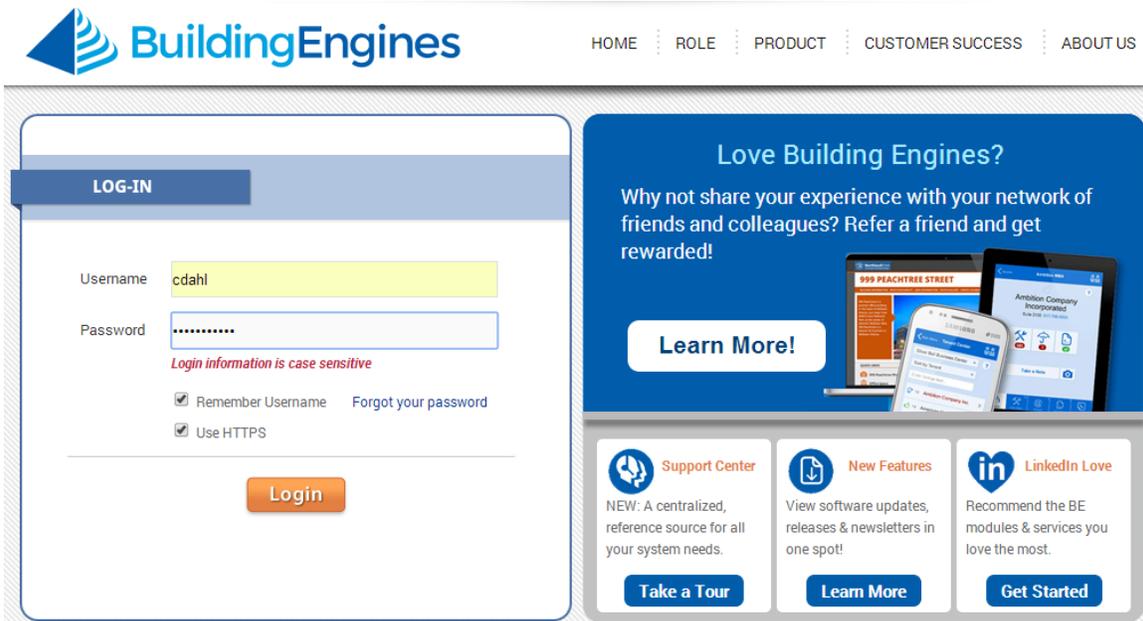


# Tenant Guide – Admin User

## Logging into Building Engines

Building Engines is a web-based suite of tools that links you to your Property Management team. The system can be accessed on most browsers (for example, Internet Explorer, Google Chrome, or Mozilla Firefox), and requires no additional software to download. It's as simple as logging into your favorite website.

To access Building Engines, navigate to [www.buildingengines.com/login](http://www.buildingengines.com/login) - and enter in your Username and Password (provided to you by a member of your property management staff):



The screenshot shows the BuildingEngines login page. At the top left is the BuildingEngines logo. To the right is a navigation menu with links for HOME, ROLE, PRODUCT, CUSTOMER SUCCESS, and ABOUT US. The main content area is divided into two sections. On the left is a 'LOG-IN' form with fields for Username (containing 'cdahl') and Password (masked with dots). Below the password field is a red warning message: 'Login information is case sensitive'. There are two checkboxes: 'Remember Username' (checked) and 'Use HTTPS' (checked). A 'Forgot your password' link is next to the 'Remember Username' checkbox. An orange 'Login' button is at the bottom of the form. On the right is a promotional banner titled 'Love Building Engines?' with the text 'Why not share your experience with your network of friends and colleagues? Refer a friend and get rewarded!' and a 'Learn More!' button. Below the banner are three cards: 'Support Center' (NEW: A centralized, reference source for all your system needs. 'Take a Tour' button), 'New Features' (View software updates, releases & newsletters in one spot! 'Learn More' button), and 'LinkedIn Love' (Recommend the BE modules & services you love the most. 'Get Started' button).

If you are unsuccessful when attempting to log in, please remember that **usernames and passwords are CaSE SenSative**.

If you are still unsuccessful (after verifying that you are entering the information correctly), use the blue **Forgot your password** hyperlink to recover your login credentials. You may also contact your property manager or tenant coordinator to inquire about your account or recover your login credentials.

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## Overview

The Tenant Administration functionality in Building Engines provides the Tenant Administrator with a set of tools to manage tenant specific operations.

Tenant Admins have the ability to:

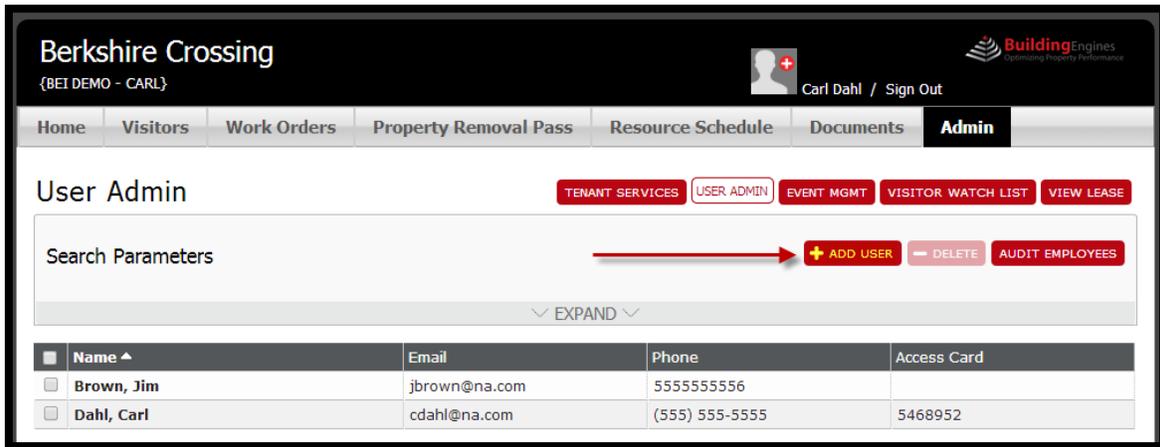
- Manage system users
- Reset passwords
- Keep unwelcomed guests from entering the premises
- Monitor resources that have left the building

## Creating a User Account

1. Click **Admin**:

The screenshot displays the Building Engines Tenant Admin interface for 'Berkshire Crossing'. The top navigation bar includes tabs for Home, Visitors, Work Orders, Property Removal Pass, Resource Schedule, Documents, and Admin. The Admin tab is highlighted in yellow, and a red arrow points to it. The user profile 'Carl Dahl / Sign Out' is visible in the top right. The main content area is divided into three sections: Info (with a photo of the building and address: 896 Roland Circle, Boston MA 02455, BEI Technologies), Visitors (with form fields for Visitor Name, Contact, Floor / Suite, Date, and Time, and buttons for ADD and RESET), and Work Orders (with a Quick List of tasks and Visitor Access options). The Admin tab is highlighted in yellow, and a red arrow points to it.

2. Click **Add User**:

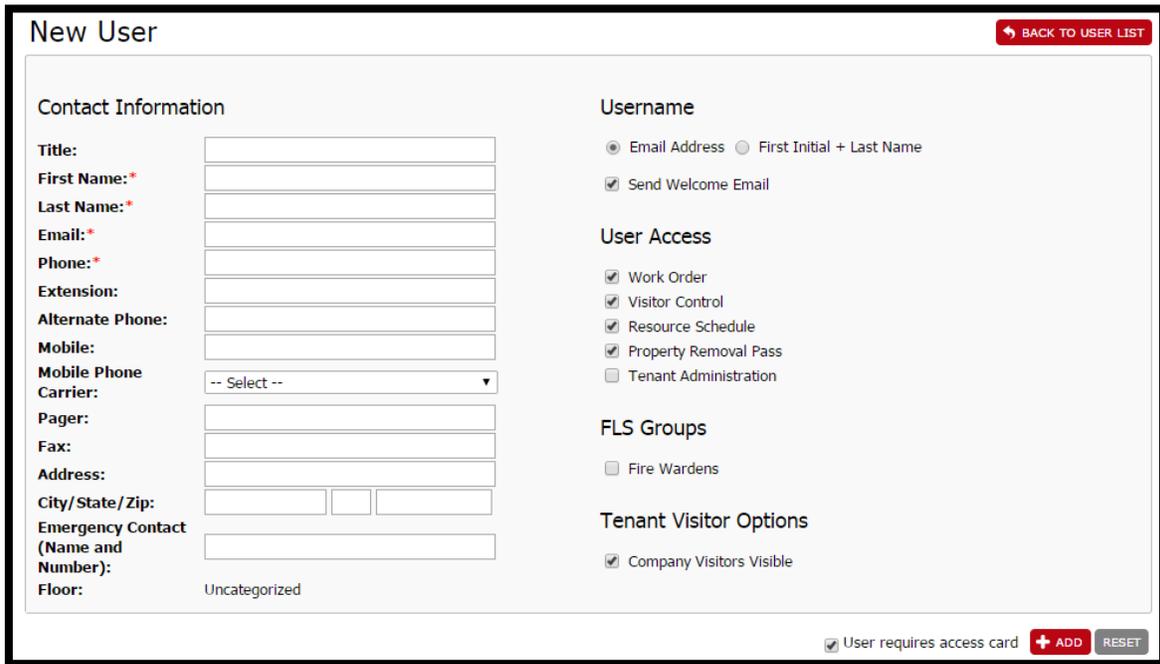


3. Enter in the new user information.

4. Select the modules that the new user can access.

5. Choose the Username scheme (Email Address or First Initial + Last Name).

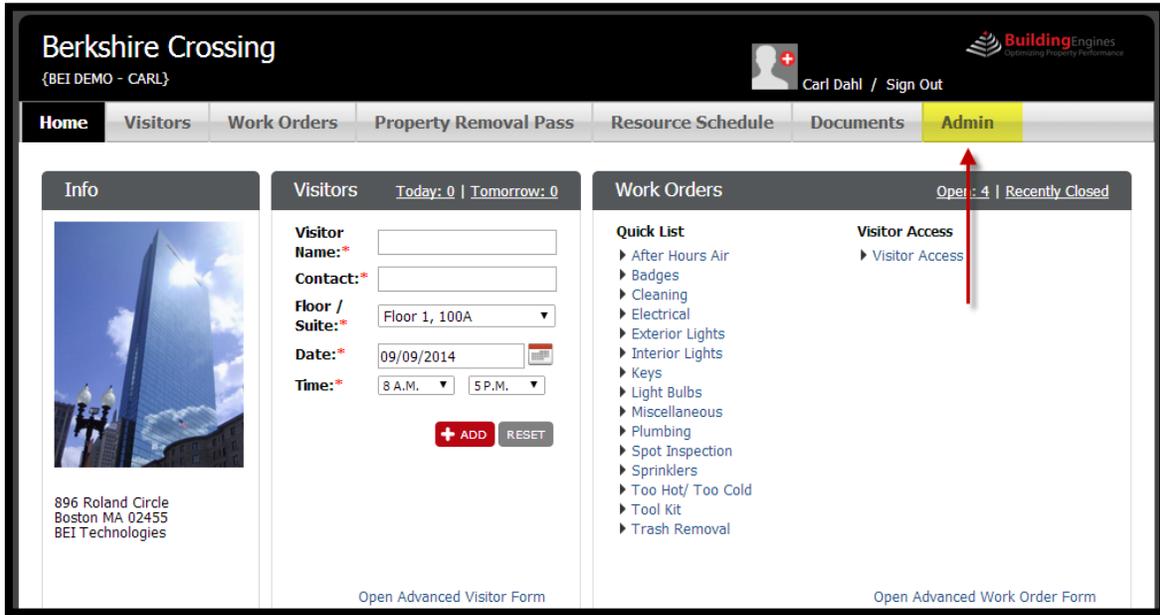
6. Click the Send Welcome Email:



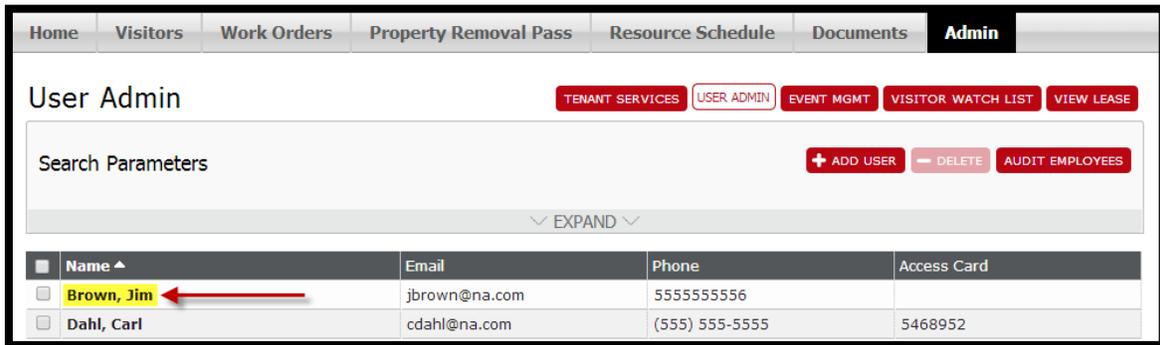
7. Click **+ADD**.

## Editing a User Account

1. Click **Admin**:



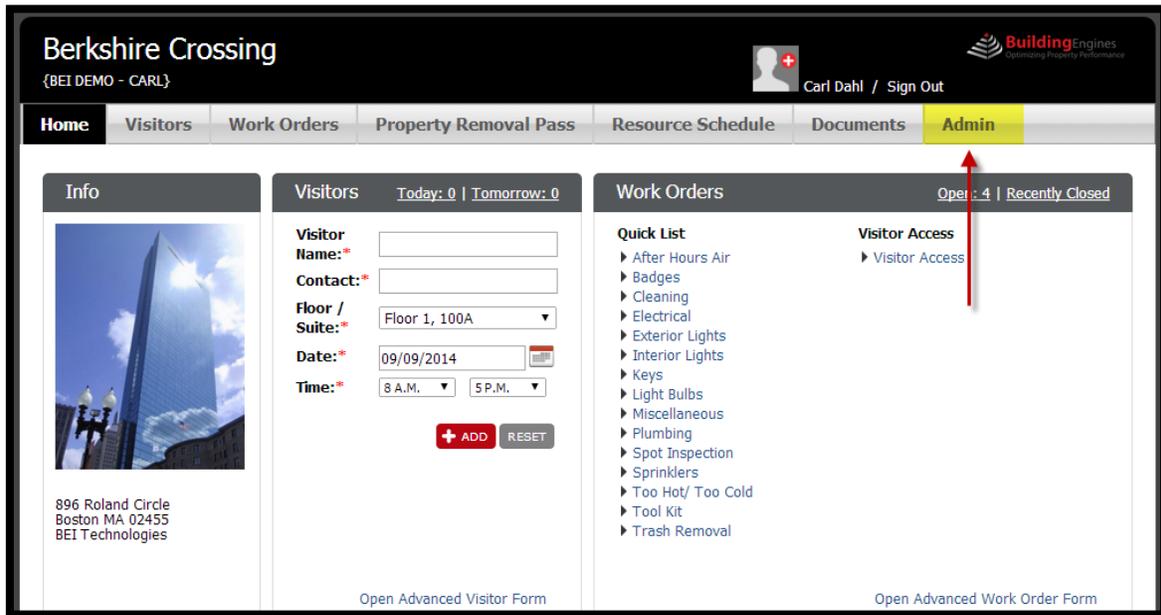
2. Click on a user's name:



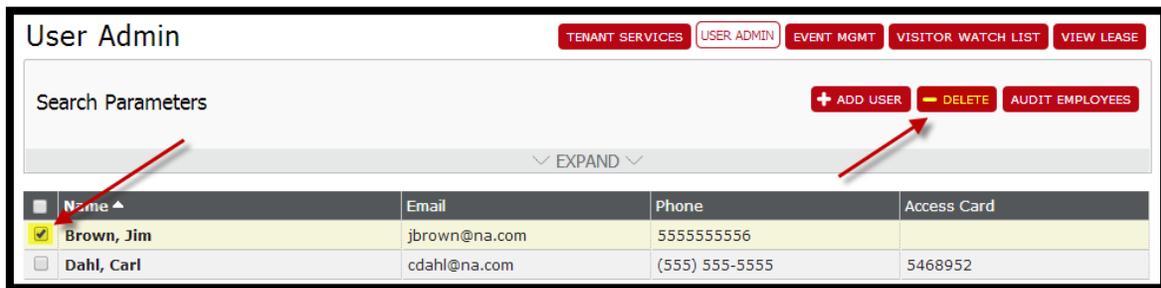
3. Make the appropriate updates to his or her account information.
4. Click **UPDATE**.

## Deleting a User Account

1. Click **Admin**:



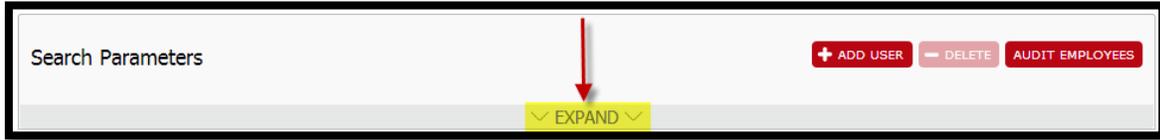
2. Check the box next to the user's name:



3. Click **Delete**.

### Searching for a User Account

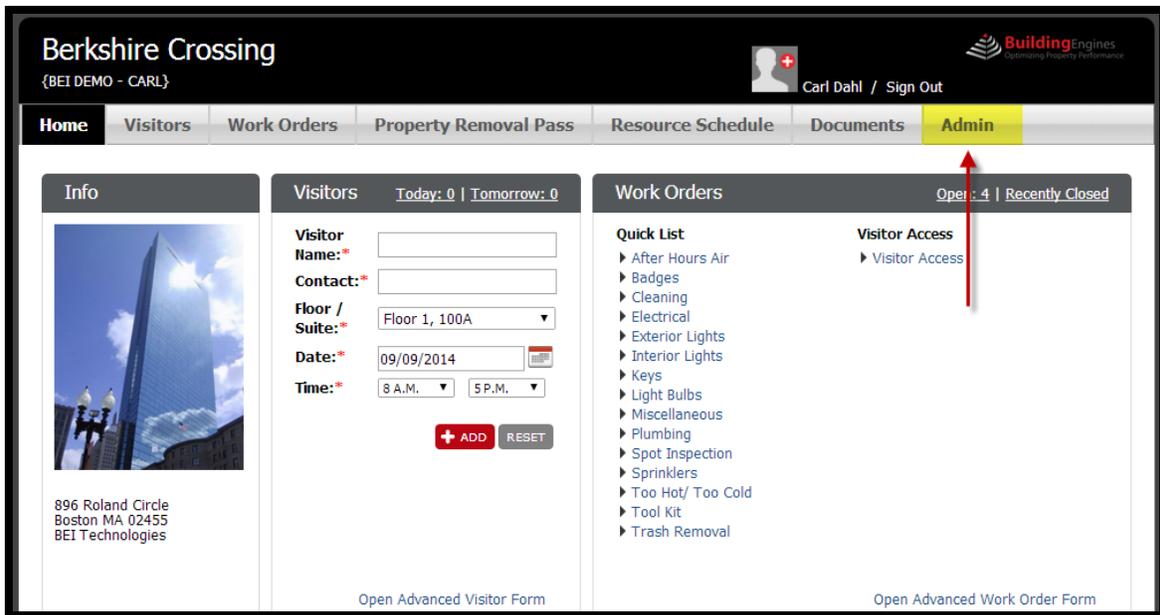
1. Click **Admin**.
2. Click the **EXPAND** bar and enter in a user’s last name or email address:



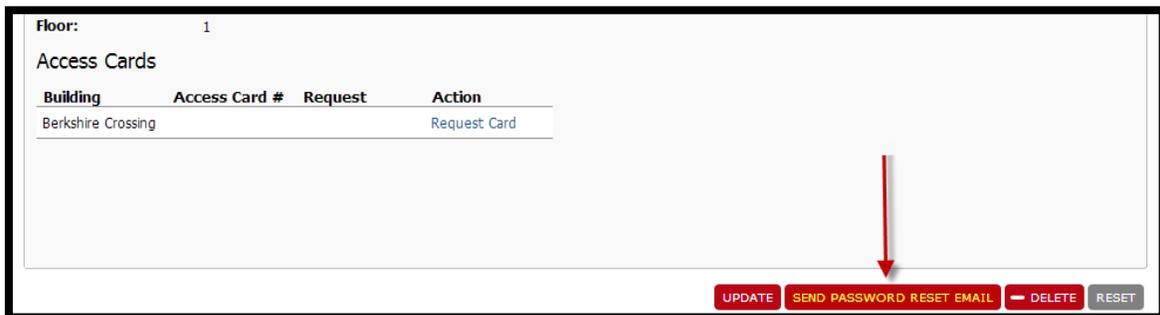
3. Click **Search**.

### Resetting a User Password

1. Click **Admin**:



2. Select a user from the list
3. Click **SEND PASSWORD RESET EMAIL**:



## Additional Functionality

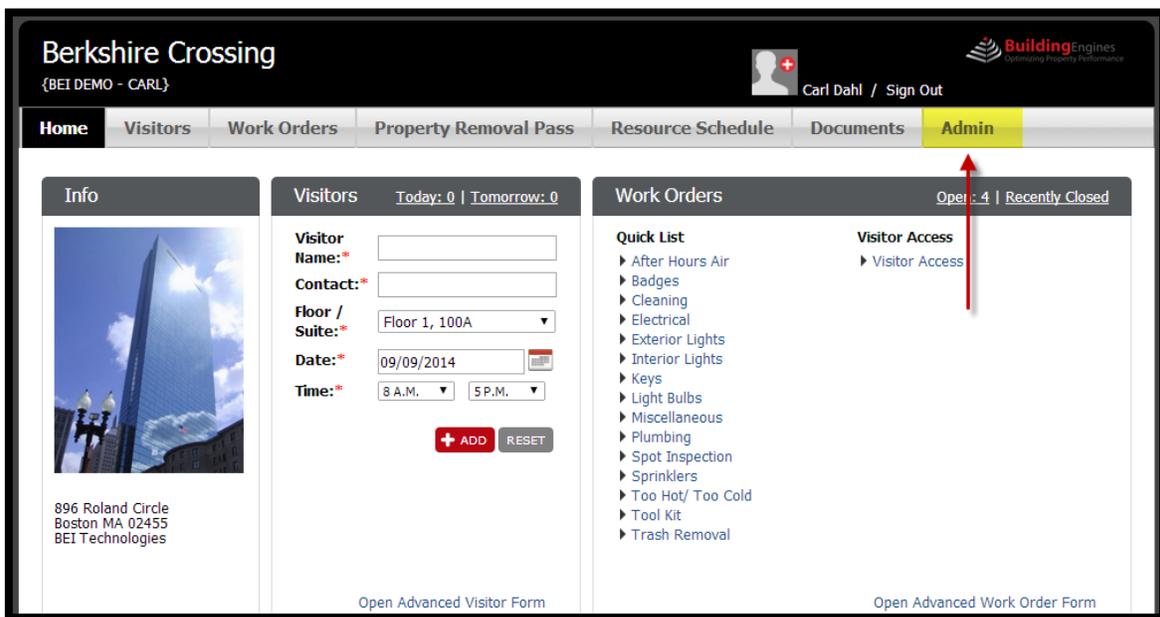
Please note that not all functionality in this section will apply to all Tenant Admins. The **Visitor Watch List** and **Property Removal Pass** buttons will only function if the corresponding module is being utilized by your Property Management team.

### Visitor Watch List

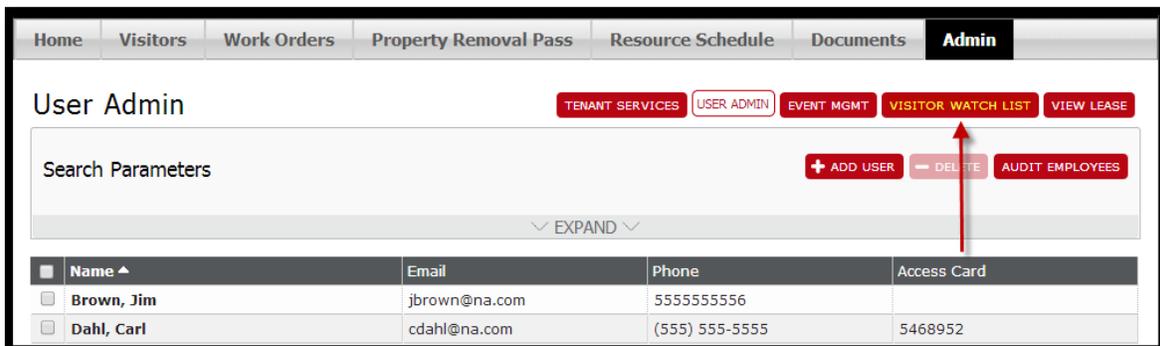
The Visitor Watch is designed to give Tenant Admins a way to keep unwelcome visitors from entering the building. If a person on this list attempts to check in the system will alert guards to prevent entrance.

### Adding a Person to the Visitor Watch List

1. Click **Admin**:



2. Click **Visitor Watch List**:



3. Click **Add Watch List User**.
4. Enter in the watched person's information:
  - a. Note: Please provide a detailed description and/or picture. This will ensure the right person is barred from entering the building.

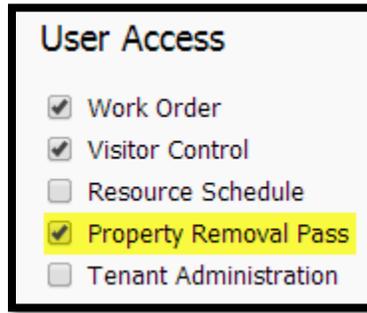
The screenshot shows the 'New Watched Person' form in the BuildingEngines Tenant Admin interface. The page header includes 'Berkshire Crossing {BEI DEMO - CARL}' and the user 'Carl Dahl / Sign Out'. The navigation menu includes 'Home', 'Visitors', 'Work Orders', 'Property Removal Pass', 'Resource Schedule', 'Documents', and 'Admin'. The form is titled 'New Watched Person' and has a 'BACK TO USER LIST' button. The form is divided into two columns: 'Contact Information' and 'Current Photo'. The 'Contact Information' column contains fields for 'Title', 'First Name', 'Last Name', 'Address', 'City/State/Zip', 'Reason', 'Description', and 'Upload Photo'. The 'Current Photo' column shows 'No current photo'. The 'Upload Photo' field has a 'Choose File' button and 'No file chosen' text. At the bottom right of the form are '+ ADD' and 'RESET' buttons. The footer includes the BuildingEngines logo and 'Copyright © 2000-2014'.

5. Click **+ADD**.

# Property Removal Pass

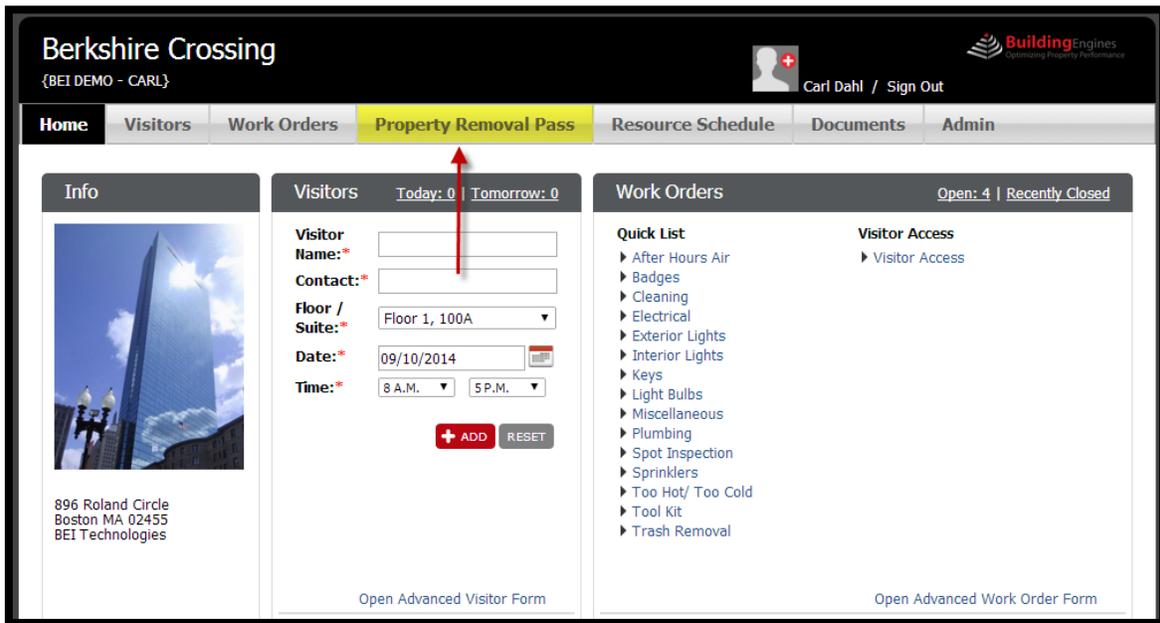
For buildings with secure lobbies and standard procedures for property removal, Tenant Admins are able to control the authorization for property that is leaving the building through the Property Removal Pass module.

\*To grant access to a tenant employee select the **Property Removal Pass** access box within their user record.



## Submitting a Property Pass Request

### 1. Navigate to **Property Removal Pass**:



### 2. Click **Add New Pass**.

3. Provide the name and contact information for the requestor (if other than tenant), as well as a complete description of the property to be removed from the building:

### New Property Removal Pass

[RETURN TO PROPERTY REMOVAL PASS LIST](#)

<b>Requested By</b>	<b>Property Info</b>
<b>First Name: *</b> Carl	<b>Property Desc.: *</b> Laptop Projector Wireless Network Card
<b>Last Name: *</b> Dahl	
<b>Email: *</b> cdahl@na.com	
<b>Company: *</b> BEI Technologies	
<b>Expires on: *</b> 10/10/2014	
<b>Removed From</b>	<b>Additional Information:</b>
<b>Floor / Suite: *</b> Floor 1, 100A	For an offsite client presentation
<b>Location:</b> Storage Closet	

[SAVE](#) [RESET](#)

4. Click **Save**. The request is then routed to the Tenant Admin for approval.
  - a. Note: If you are the Tenant Admin, your pass will automatically be approved.

## Tenant Admin Approves or Denies Request

1. The Tenant Admin receives a notification via email that a property removal pass request has been received.
2. The Tenant Admin may “quick approve” the request through a link included in the email notification, or may log into the tenant portal to view the full request.
3. The Tenant Admin reviews the details of the request and chooses to deny or approve the requestor by clicking the action button and updating the status:

The screenshot displays the BuildingEngines Tenant Admin interface for 'Berkshire Crossing'. The user is logged in as Carl Dahl. The main content area shows a 'Property Removal Pass' table with one entry for 'Jim Brown'. A 'Change Status' modal is open, showing the status set to 'Approved' and the expiration date set to '10/10/2014'. A red arrow points to the 'Actions' column in the table, which contains a pencil icon.

Requestor	Description	Expires	Actions
Jim Brown	La...		

4. Click **SAVE**.

## Tenant Receives Approved or Denied Request

1. Once the request has been approved, the tenant employee or guest requestor receives an email notification.
2. The tenant employee accesses the approved property removal pass through the tenant portal, and prints a hard copy of the pass to present at the guard station upon exit:



**PROPERTY REMOVAL PASS**

<b>PASS ID</b>	#239438282	<b>REQUESTOR INFO</b>	
<b>BUILDING</b>	Commercial Street Corporate	<b>COMPANY</b>	ABC Investments
<b>TENANT</b>	ABC Investments	<b>NAME</b>	Louisa Books

**DESCRIPTION OF ITEMS BEING REMOVED**  
 Box of files  
 2 Binders of Documents

*Authorized by Dan Ableman on Jun 06, 2014 10:34 AM*
*FOR USE BY JUL 06, 2014*

SECURITY OFFICER USE ONLY

Received by (Print name) \_\_\_\_\_

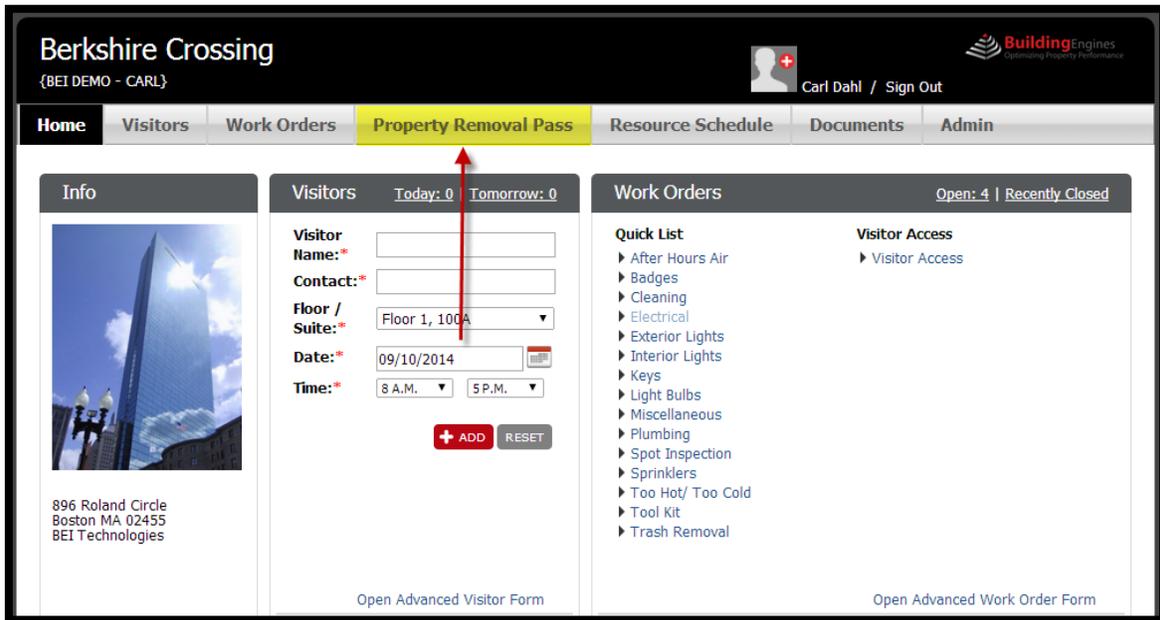
Signature \_\_\_\_\_ Date \_\_\_\_\_



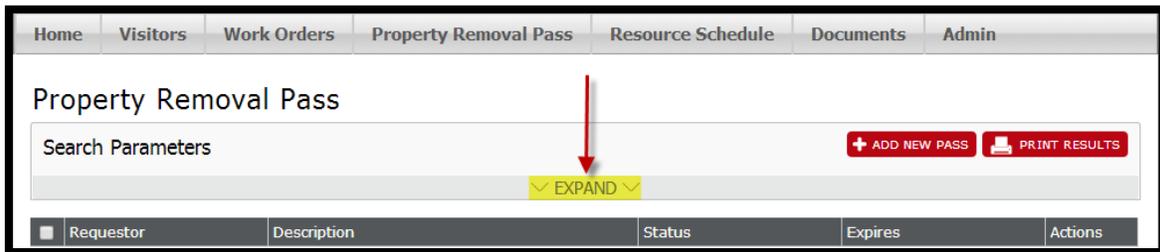
## Reviewing Property Pass History

Upon property exit (or during the property removal pass request process), Tenant Admins are able to view the details of a request, from submission to approval to exit.

### 1. Navigate to **Property Removal Pass**:



### 2. Click **EXPAND**:



### 3. Enter in the search criteria.

### 4. Click **Search**.