

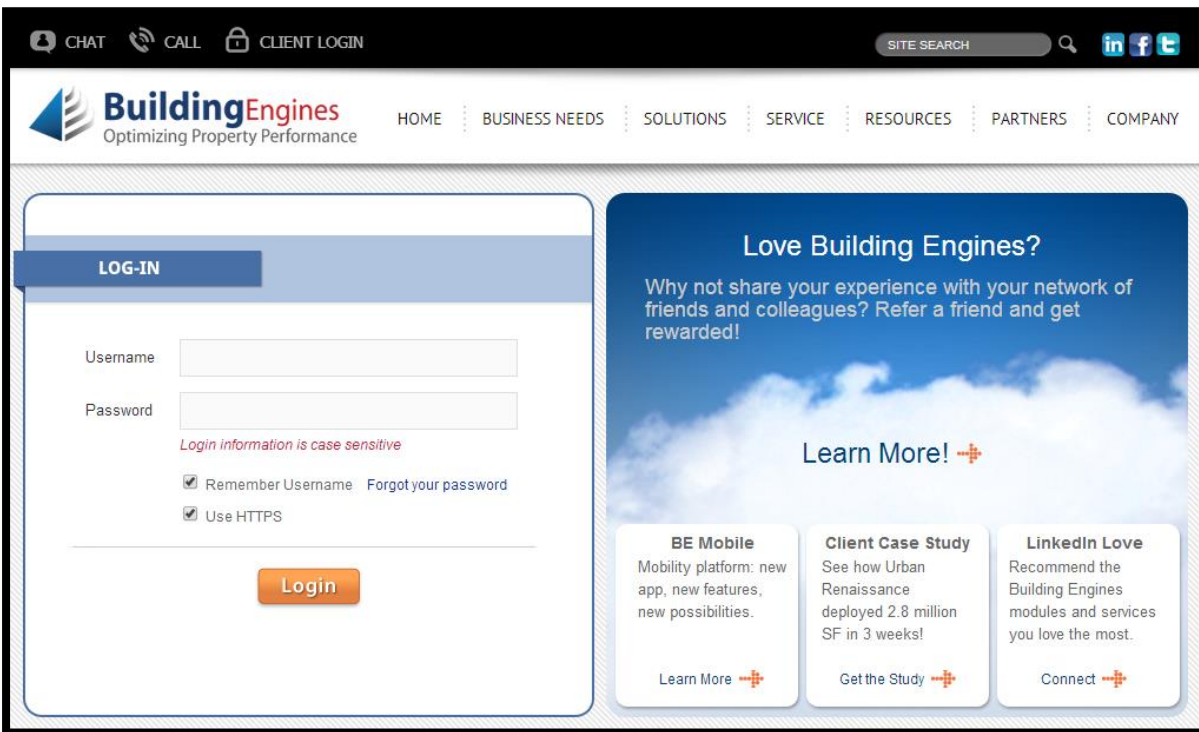
Tenant Guide – Work Order

Logging into Building Engines

Building Engines uses technology that provides access to your personal Tenant account and all associated information using any computer.

Besides a web browser (such as Internet Explorer, Google Chrome, or Mozilla Firefox), no additional downloaded software is required; it's as simple as logging into your favorite website.

Navigate to www.buildingengines.com/login - you will be prompted to provide your Username and Password (provided to you by a member of your property management staff):



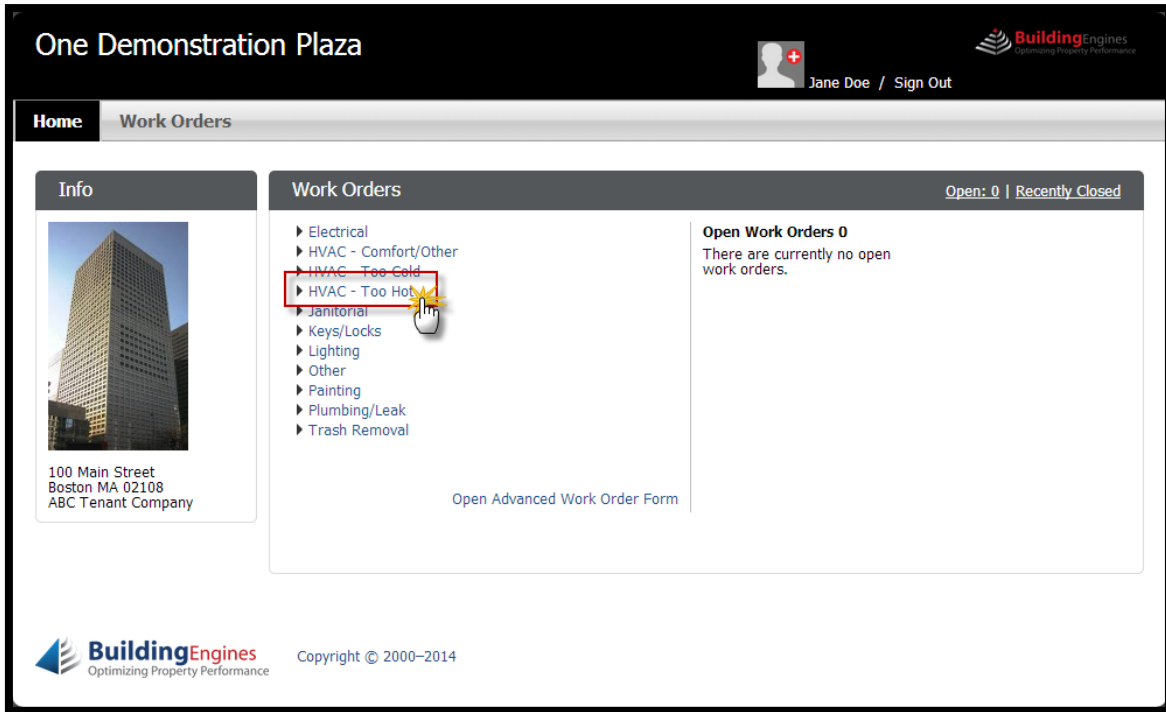
The screenshot shows the BuildingEngines website's login interface. At the top, there are navigation links for CHAT, CALL, and CLIENT LOGIN, along with a SITE SEARCH bar and social media icons. The main navigation menu includes HOME, BUSINESS NEEDS, SOLUTIONS, SERVICE, RESOURCES, PARTNERS, and COMPANY. The login form is titled "LOG-IN" and contains fields for Username and Password. Below the password field, there is a note: "Login information is case sensitive". There are also checkboxes for "Remember Username" (checked) and "Use HTTPS" (checked), and a "Forgot your password" link. A blue "Login" button is positioned at the bottom of the form. To the right of the login form 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!". Below the banner is a "Learn More!" link with a plus icon. At the bottom of the page, there are three featured content boxes: "BE Mobile" (Mobility platform: new app, new features, new possibilities.), "Client Case Study" (See how Urban Renaissance deployed 2.8 million SF in 3 weeks!), and "LinkedIn Love" (Recommend the Building Engines modules and services you love the most.). Each box has a "Learn More" or "Connect" link with a plus icon.

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

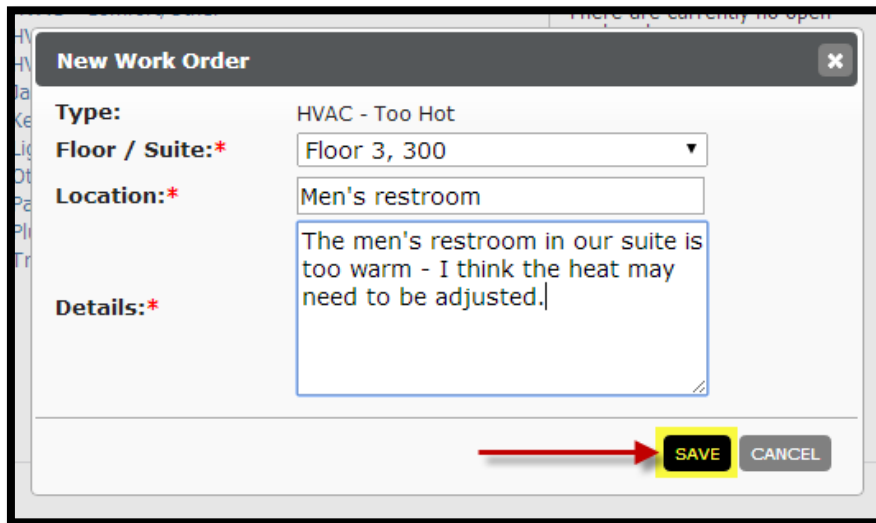
If you are still unsuccessful (after verifying that you are entering the information correctly), use the blue **Forgot your password** hyperlink to recover your login credentials. You may also contact your property manager or tenant coordinator to inquire about your account or recover your login credentials.

After successfully logging in, proceed with the following steps:

1. To quickly and easily submit a work order from your Tenant Homepage, click the hyperlink to the appropriate issue type:



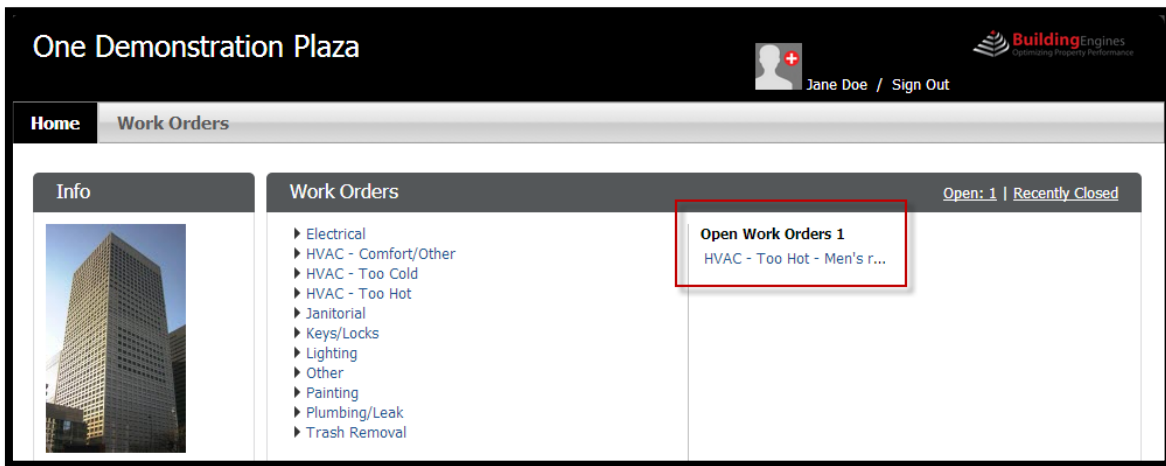
2. Select the appropriate **Floor / Suite**, specify a Location, and provide a few additional **Details** for the service request. Click **Save** to submit the new work order:



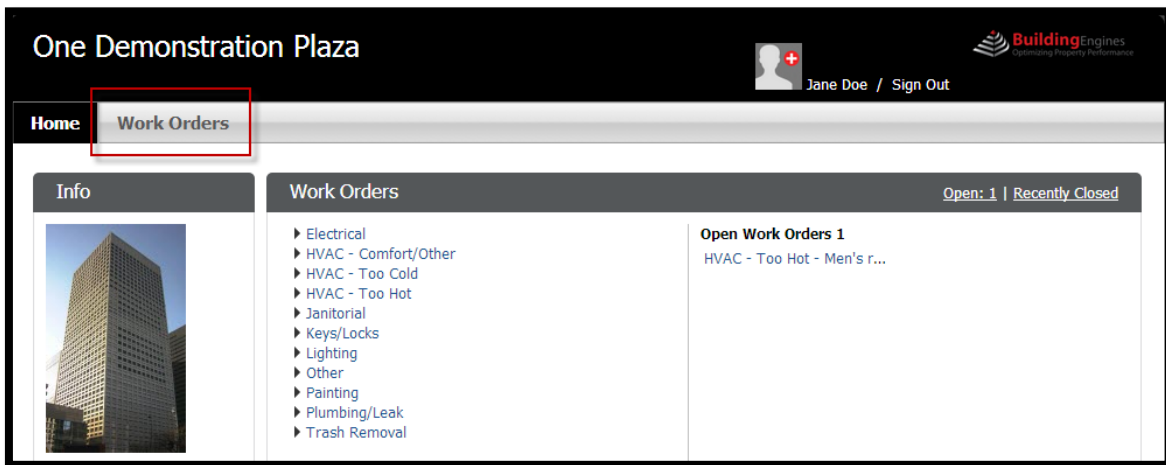
3. A confirmation message will display with the unique identification number for your work order, as well as a summary of the request details. Click **Ok** to close the confirmation message:



- 4. The newly created **Open Work Order** will now appear in the list on your Tenant Homepage:



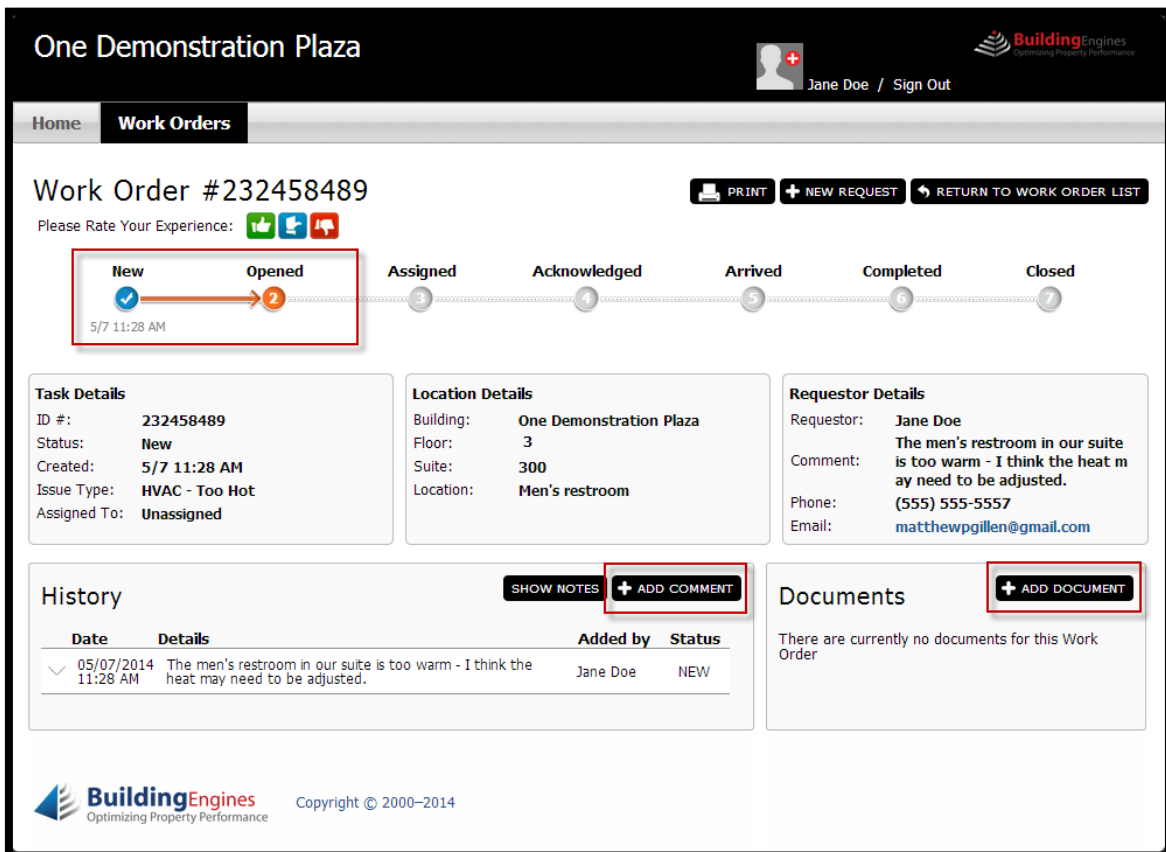
- 5. To review the status of your work order, navigate to the **Work order** tab from your Tenant Homepage:



- 6. Click the **Request** number to open the work order and view the details of the service request:



- 7. The Work Order View displays the current stage of work for the service request in addition to the task/location/requestor details. You may also add any comments or documents that you would like to communicate to the property management staff:



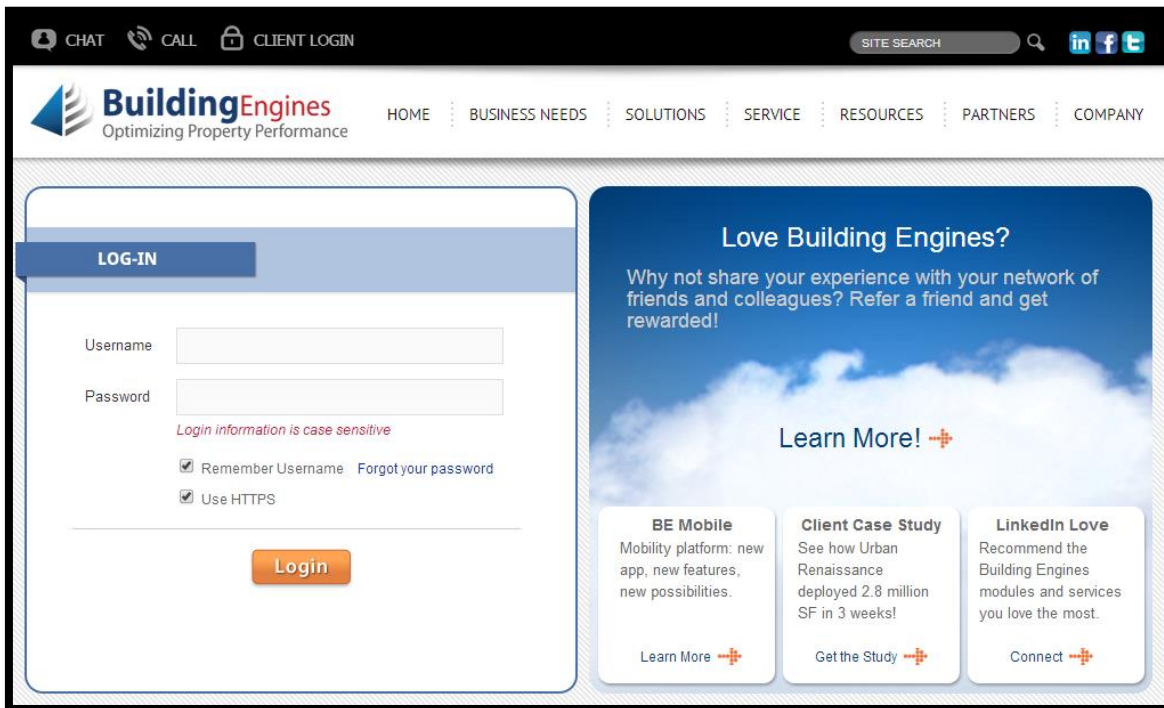
Tenant Guide – Resource Schedule

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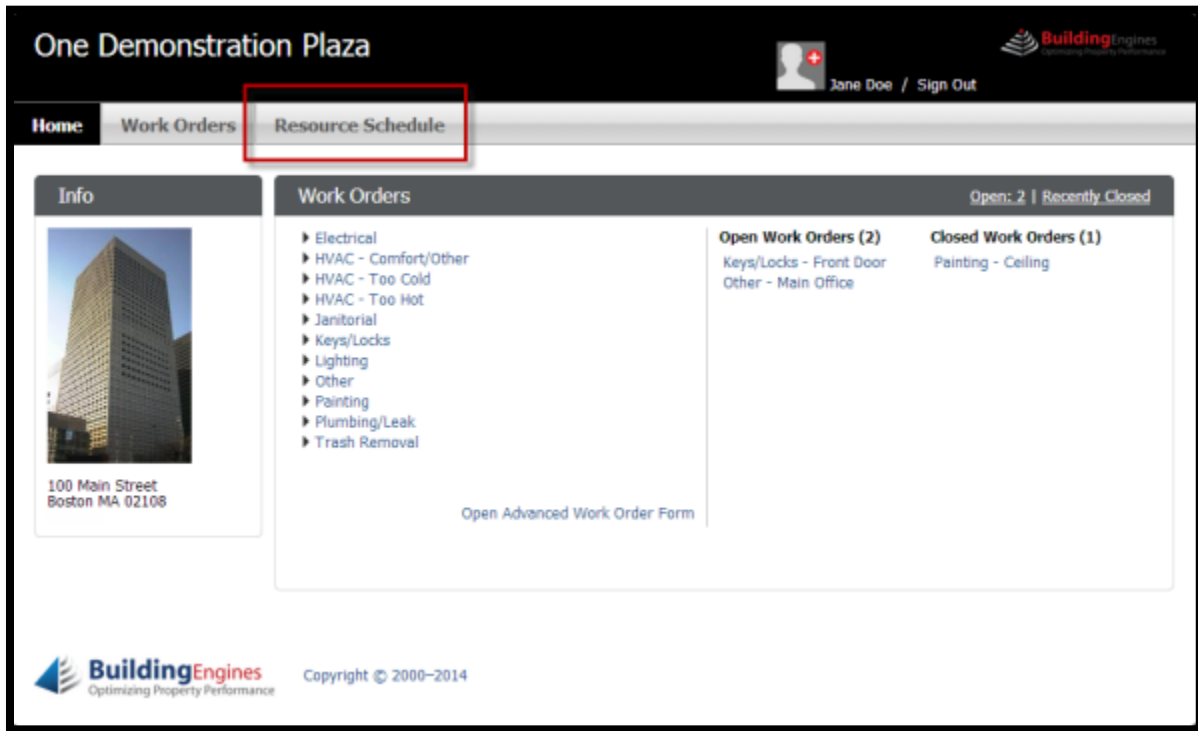
The screenshot shows the BuildingEngines login page. At the top, there are navigation links for CHAT, CALL, and CLIENT LOGIN, along with a SITE SEARCH bar and social media icons. The main header includes the BuildingEngines logo and a navigation menu with links for HOME, BUSINESS NEEDS, SOLUTIONS, SERVICE, RESOURCES, PARTNERS, and COMPANY. The central content area is divided into two sections. On the left is a 'LOG-IN' form with fields for Username and Password, a 'Remember Username' checkbox, a 'Forgot your password' link, and a 'Use HTTPS' checkbox. A 'Login' button is at the bottom of the form. On the right is a promotional banner titled 'Love Building Engines?' with a 'Learn More!' link. Below the banner are three featured articles: 'BE Mobile', 'Client Case Study', and 'LinkedIn Love', each with a 'Learn More', 'Get the Study', or 'Connect' link respectively.

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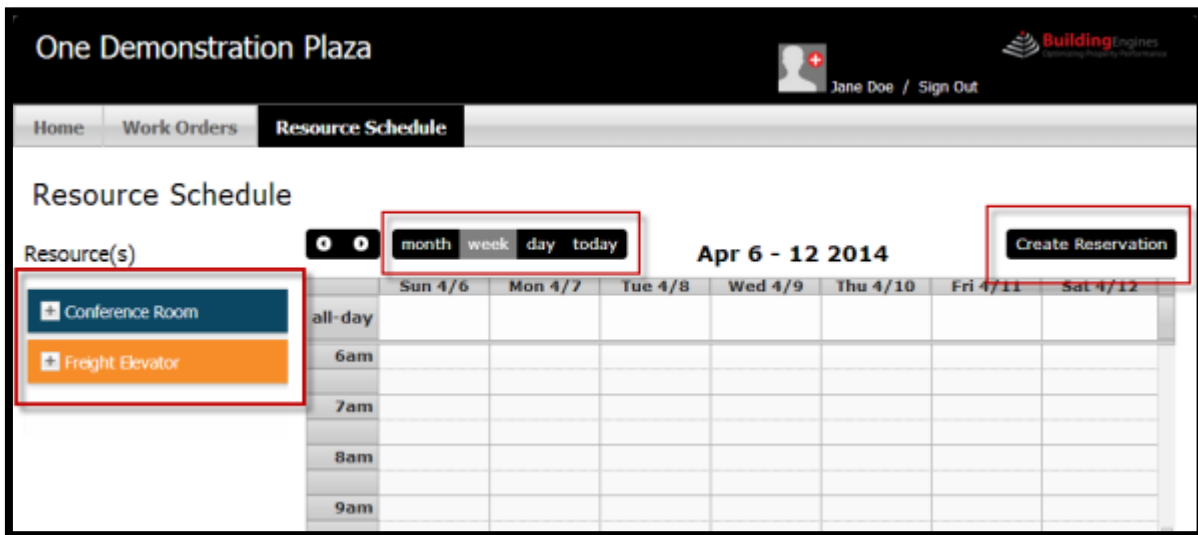
If you are still unsuccessful (after verifying that you are entering the information correctly), use the blue **Forgot your password** hyperlink to recover your login credentials. You may also contact your property manager or tenant coordinator to inquire about your account or recover your login credentials.

After successfully logging in, proceed with the following steps:

1. Navigate to the **Resource Schedule** tab from your Tenant Homepage:



2. View available building resources in the left panel, as well as a full page calendar with toggles for month, week, day, and today. Click **Create Reservation** to schedule a new event:



3. Select a resource from the dropdown. Provide all required request details, name the event, select a date and time, and click **Save** to complete the resource reservation request:

Resource Request Details

Resource: * **Conference Room**

Description: Large room allows for a variety of activities, including small sessions, team workshops, or gatherings of 10-15 people.

Show Availability

Event Name: * **Team Meeting**

Start Date: * 04/10/2014 2:15 pm

End Date: * 04/10/2014 3:15 pm

Full Day Event

Total Cost: \$100.00

Special Instructions:

Add a Comment:

SAVE CANCEL

- Once your reservation request has been saved, your event will appear on the calendar between the start and end dates you have selected. The calendar will also display any other tenant reservations for the space to prevent duplicate bookings.

One Demonstration Plaza
(BEI DEMO - MATT)

Jane Doe / Sign Out

Home Work Orders **Resource Schedule**

Resource Schedule

Resource(s) month week day today **Apr 6 - 12 2014** Create Reservation

Resource(s)	Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12
all-day							
10am		10-5 Reserved		10-12 Reserved		10-12:30 Reserved	
11am							
12pm							
1pm							
2pm					2:15-3:15 Team		
3pm							

Indicates pending administrator approval