



Vendor Manager Quick Start



Navigating the vendor portal

Overview

Building Engines allows vendor employees and property management personnel to assign and complete tasks in real-time. The desktop application provides an easy to use task grid to manage workload, and the mobile application allows you to receive, update, and complete assigned tasks right from the field.

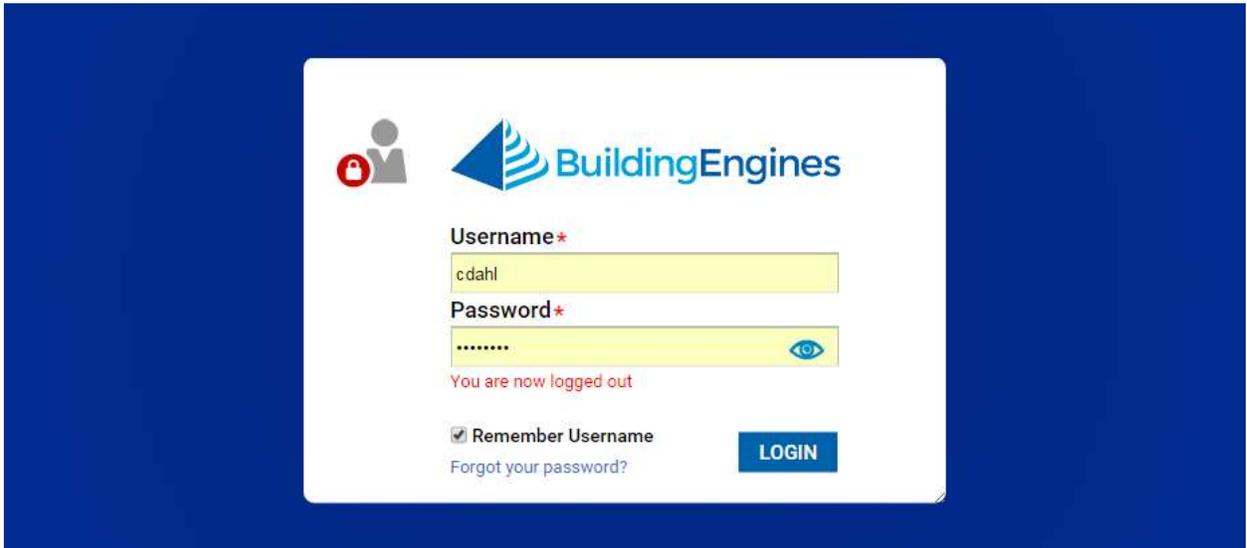
This quick start guide is designed to help you navigate the vendor portal.

Logging into Building Engines

This section describes the process of logging into the Vendor portal of the application.

To access the Building Engines vendor portal:

1. Navigate to <http://buildingengines.com/login>.
2. Enter your username and password.



The screenshot shows the Building Engines login interface. At the top left, there is a user icon with a red lock symbol. To its right is the Building Engines logo. Below the logo, the text 'BuildingEngines' is displayed. The login form consists of two input fields: 'Username*' with the value 'cdahl' and 'Password*' with masked characters '*****'. A red message 'You are now logged out' is visible below the password field. At the bottom of the form, there is a checked checkbox for 'Remember Username', a link for 'Forgot your password?', and a blue 'LOGIN' button.

3. Click **Login**.

Navigating the Vendor Portal Grid

The vendor portal grid allows you to quickly identify your company’s workload, manage user access, and stay connected to Property Management personnel.

The screenshot shows the Vendor Tasks interface. At the top, there is a 'GO TO' menu for navigating to company and employee data, and a search bar for 'Enter Request Number'. The main grid has columns for TYPE, TASK, BUILDING, COMPANY, FLOOR, ASSIGNEE, ISSUE TYPE, CREATED, STATUS, and DETAILS. Callouts provide instructions: 'New column structure allows you to filter data. Right click the column header to select the columns displayed. Left click to sort alphabetically or chronologically', 'Access a task directly by entering the Request # here', 'Click the task number to access the task', and 'Hover over your picture to access your account information and messaging'.

TYPE	TASK	BUILDING	COMPANY	FLOOR	ASSIGNEE	ISSUE TYPE	CREATED	STATUS	DETAILS
	378873224	Berkshire Crossing	BEI Technologies	1	Building Engines	After Hours Air	08/02/2015	Open	It's so hot in here t...
	440399810	Berkshire Crossing	BE Building Servic...	4	Super Vendor	Too Hot/ Too ...	01/11/2016	Open	Our suite is on fire ...
	444235078	Berkshire Crossing	Apple Systems	4	Super Vendor	Electrical	01/20/2016	Open	switch ne...
	444325600	Berkshire Crossing	InCom Corporation	8	Super Vendor	Plumbing	01/20/2016	Open	ask in th...
	444518344	Berkshire Crossing	BEI Technologies	4	Super Vendor	Light Bulbs	01/21/2016	Open	We need light bulbe...
	444521076	Berkshire Crossing	BEI Technologies	4	Super Vendor	Interior Lights	01/21/2016	Open	We need 3 lights re...
	444531199	Berkshire Crossing	BE Building Servic...	4	Super Vendor	Sprinklers	01/21/2016	Open	The sprinklers in o...
	annual inspa...	Berkshire Crossing	(BEI DEMO - CARL)		Super Vendor		02/25/2016	New	
	Building Ext...	Berkshire Crossing	(BEI DEMO - CARL)		Super Vendor		03/31/2016	New	
	Building Ext...	Cedar Landings	(BEI DEMO - CARL)		Super Vendor		03/31/2016	New	
	Building Ext...	Berkshire Crossing	(BEI DEMO - CARL)		Building Engines		03/31/2016	New	
	479805757	Berkshire Crossing	BEI Technologies	1	Building Engines	Electrical	04/11/2016	Open	It's bagel Friday an...
	Equipment L...	Berkshire Crossing	(BEI DEMO - CARL)		Super Vendor		06/24/2016	New	
	Equipment L...	Berkshire Crossing	(BEI DEMO - CARL)		Super Vendor		07/24/2016	New	

Go To Menu

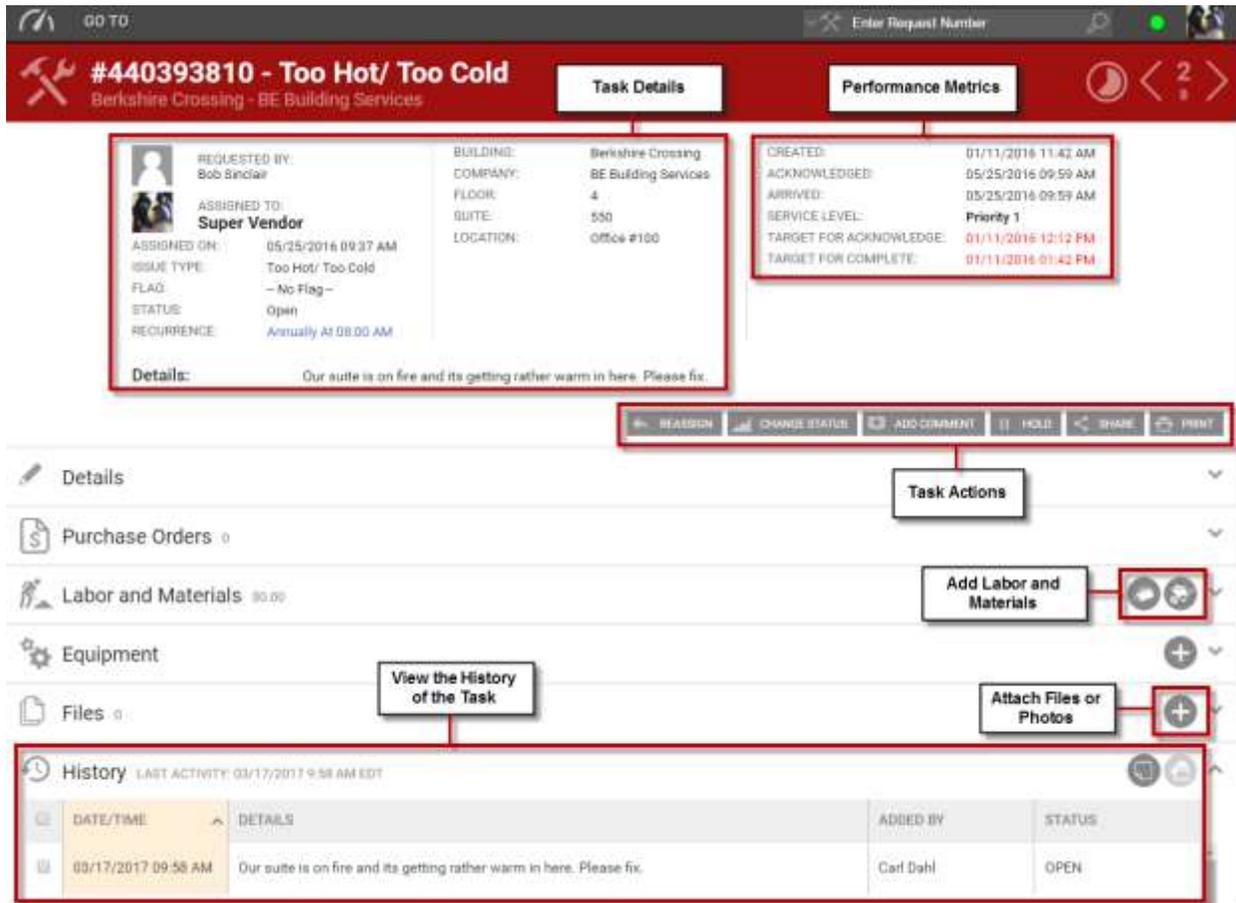
- Edit your company contact information
- Edit Employee information and access

Task Grid

- Oversee and manage company workload
- Search, sort, export, and access tasks assigned to your company

Navigating Around a Task

The following image demonstrates where you can find task information and actions.



Top Section

- Task details
- Performance metrics

Middle Section

- Task actions such as reassign, task completion, comments, labor and materials
- Attach files and photos

Bottom Section

- Task and messaging history