



# Building Connect User Guide



Creating and managing your property's website

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## Overview

Building Connect allows you to easily create and manage a public facing website. Leveraging one of our three pre-designed templates, you can create an individual website for each of your buildings or you can connect a portfolio of buildings to one generic site. The integrated tenant login allows you to publically show off your property's amenities while simultaneously keeping sensitive information to current tenants.

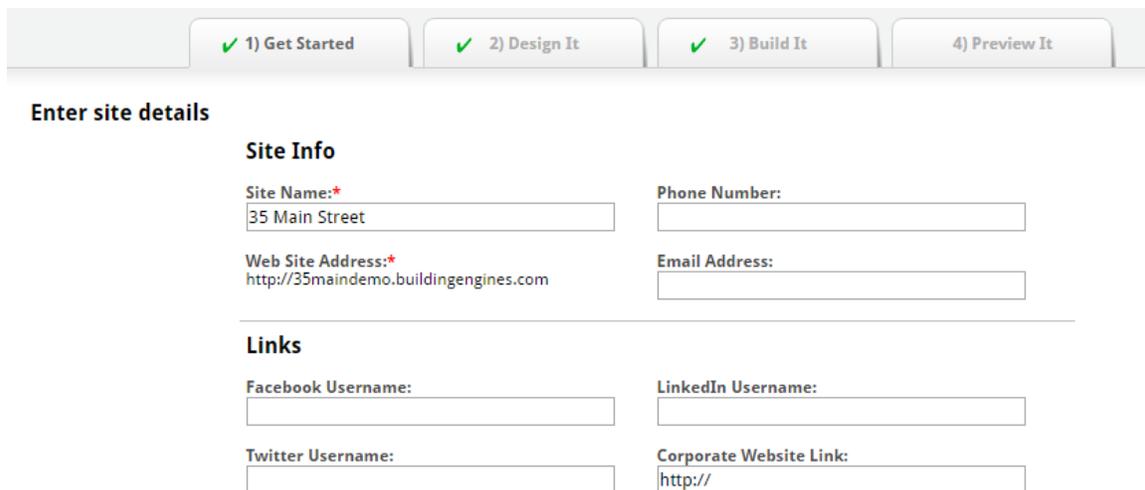
This section describes how to create and manage a Building Connect website. *Note: Your Client Account Manager must configure Building Connect before a website can be created.*

### Getting Started - Entering Site Details

After your Client Account Manager provisions your URL and gives you access to Building Connect you can begin creating your website. This section describes the process of entering the website details.

To enter your website details:

1. Click **Admin → Building Settings → Building Connect**.
2. Click the **Site Name** you want to begin creating or edit.
3. Using the **1) Get Started** tab, confirm your **Site Name** and **Web Site Address**.
4. (Optional) Enter the public facing **Phone Number**, **Email Address**, and social media links.



The screenshot shows a progress bar at the top with four steps: 1) Get Started (checked), 2) Design It (checked), 3) Build It (checked), and 4) Preview It (unchecked). Below the progress bar is the 'Enter site details' form. The form is divided into two sections: 'Site Info' and 'Links'. The 'Site Info' section contains four input fields: 'Site Name:\*' (with the value '35 Main Street'), 'Phone Number:', 'Web Site Address:\*' (with the value 'http://35maindemo.buildingengines.com'), and 'Email Address:'. The 'Links' section contains four input fields: 'Facebook Username:', 'LinkedIn Username:', 'Twitter Username:', and 'Corporate Website Link:' (with the value 'http://').

5. By default, your **Company Logo** and **Building Picture** are displayed as they are on the tenant interface. To edit either image, click the corresponding **ADD PHOTO** to edit.

|   |   |
|---|---|
| Twitter Username:<br><input type="text"/> | Corporate Website Link:<br><input type="text" value="http://"/> |
|---|---|

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**Logos/Pics**

|  |   |
|--|---|
| <p>Current Company Logo:*</p>     | <p>Upload New Company Logo:</p>  <p>ADD PHOTO</p>     |
| <p>Current Building Picture:</p>  | <p>Upload New Building Picture:</p>  <p>ADD PHOTO</p> |

6. (Optional) To update the Site Logo, click **Upload New Site Logo**.
7. Click **Continue** to save your work and progress to the **Design It** tab.

## Selecting a Template and Theme

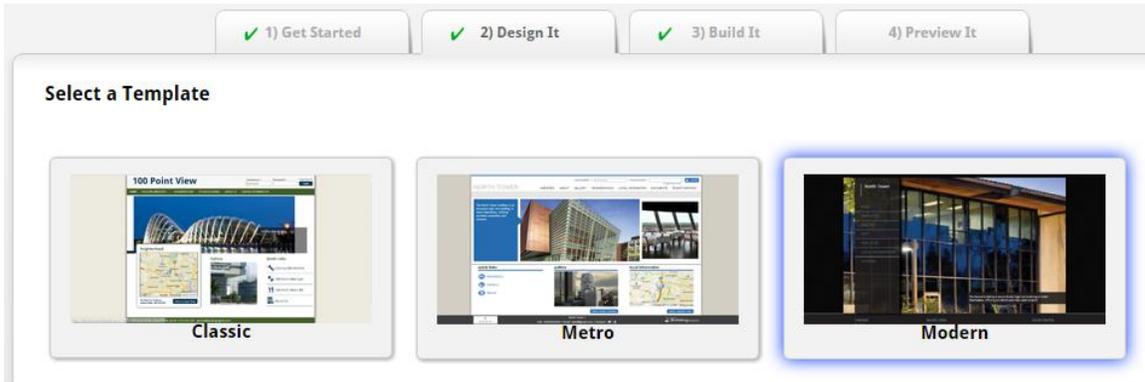
After you have entered your website details you need to select a template, theme, and homepage images. A theme can be selected from one of the five pre-designed styles or customized using the color, font, and background options. Depending upon the template selected, you are required to provide two or three homepage or banner images to progress to the next phase of setup.

This section describes the process of selecting a template, theme, and uploading your homepage/banner images.

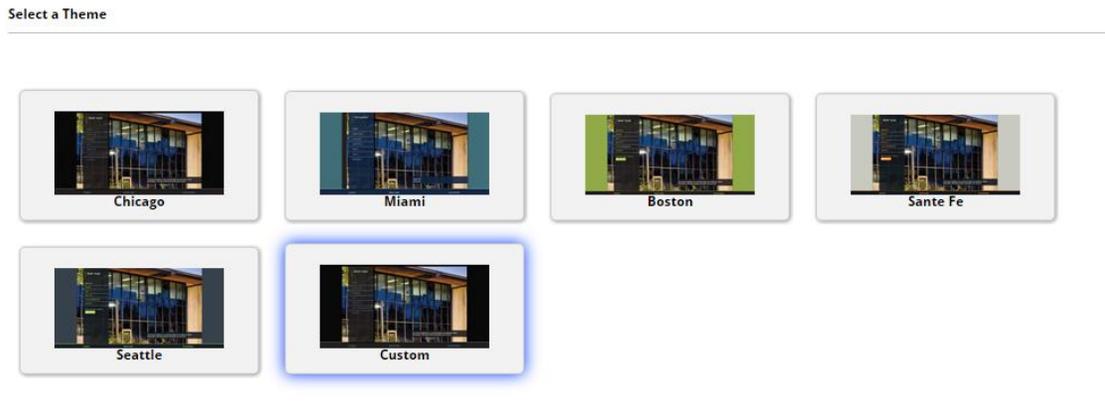
To select a Building Connect template:

1. Click **Admin** → **Building Settings** → **Building Connect**.
2. Click the **Site Name** you want to select a template for or edit.
3. Click the **2) Design It** tab.

4. Click on the template you want to use.



5. Click on the theme you want to use. To create a custom theme, click the **Custom** option and select your **Primary Color**, **Secondary Color**, **Header & Footer Style**, and **Background** color.



Customize your theme

Primary Color:\*        Secondary Color:\*        Header & Footer Font Style:\*  Light Text    Dark Text

Background:\*

6. (Optional) Enter a **Site Header** and **Site Description**. *Note: The Classic template does not have a Site Header.*

7. Within the **Enter a few additional details** section, click **Select New Image** to upload your **Homepage Image(s)** and/or **Banner/Header Image**.

Enter a few additional details

Site Description Header:

Site Description:

Large Homepage Image: \*    
 NO IMAGE AVAILABLE Suggested Dimensions: 1000x750

Banner/Header Image: \*    
 NO IMAGE AVAILABLE Suggested Dimensions: 1000x150

8. Click **Continue** to save your work and progress to the **Build It** tab.

## Creating Page and Subpage Content

After you have completed the **Get Started** and **Design It** tabs, you can begin creating the layout and content for your website. Website content is broken down into Pages and Subpages. Pages are displayed on every page, while Subpages are housed within a Page. Subpages can be accessed by expanding the primary Page or by mousing over the Page.

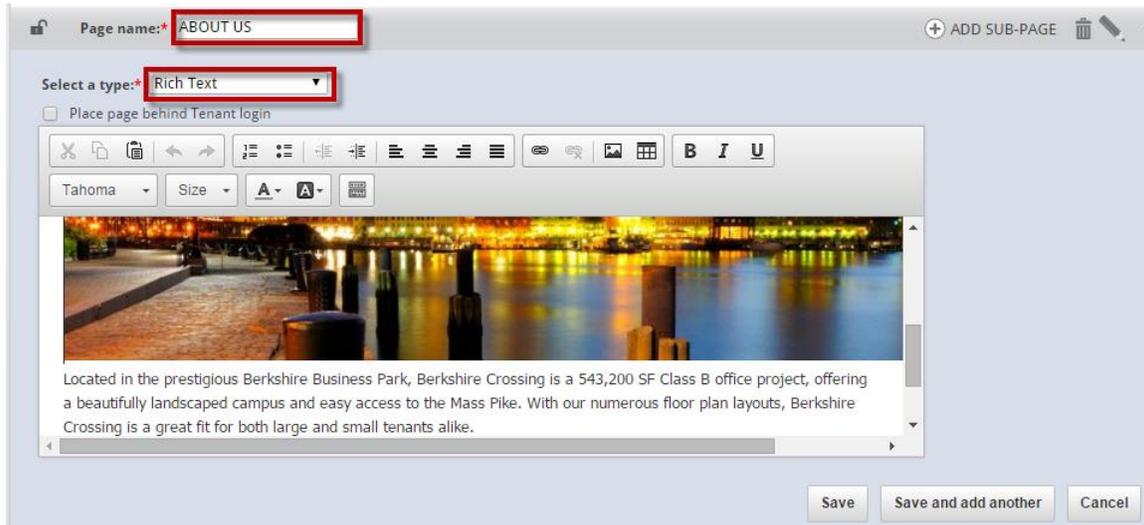
This section describes the process of creating Pages and Subpages, and explains the different layout types available.

To create a Page:

1. Click **Admin** → **Building Settings** → **Building Connect**.
2. Click the **Site Name** you want to create content for.
3. Click the **2) Build It** tab.

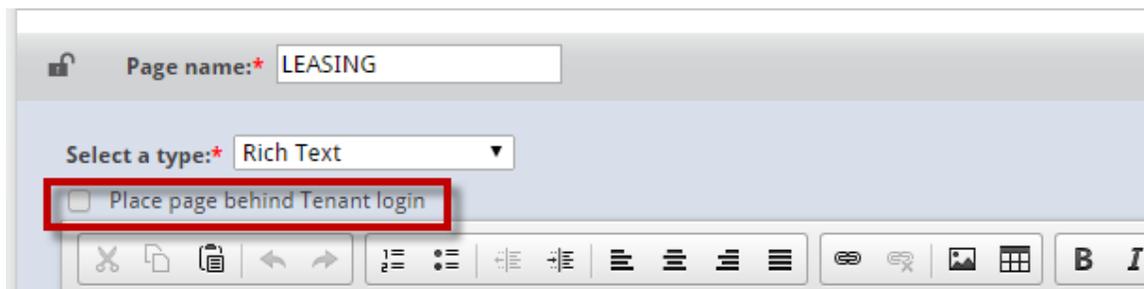


4. Enter a **Page Name**, and click **Select a type** to select the type of webpage content you want for this section.



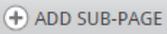
### Page Types:

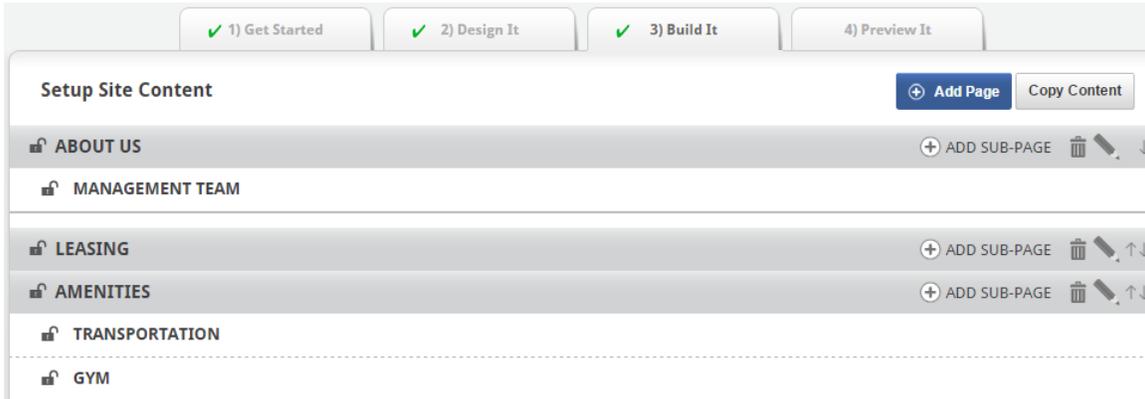
- Rich Text:** Rich Text allows you to enter multiple types of content onto your page or subpage. Examples include text, hyperlinks, images and tables.
  - Map:** Map allows you to imbed a Google map and its standard functionality. For example, you can display where your building is located, directions, nearby amenities, and real-time traffic.
  - Photo:** Photo allows you to create a photo album and descriptive text. Photo albums can be static or dynamic, and include transitional effects.
  - Link:** This option allows you to either imbed another webpage into your webpage or open a new browser when clicked. Imbedding the link into your webpage allows users to remain on your website while browsing content on another website.
5. (Optional) Click **Place page behind Tenant login** if you ONLY want the content visible to tenants who have logged into their portal.



6. Enter your content, and click **Save** or **Save and add another** to start a new Page.

7. (Optional) To create a **Subpage**:

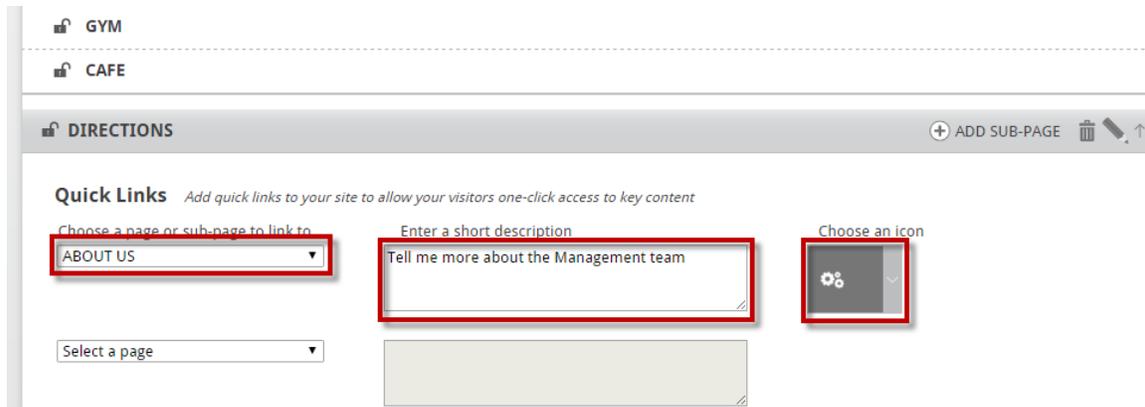
- a. Click  under the Page you want the Subpage content to be housed under.
- b. Follow steps 4-6. The following screenshot demonstrates an example of the Page/Subpage layout.



8. (Optional) To create additional **Pages**, click , and repeat steps 4-6.

9. (Optional) To create a **Quick Link**:

- a. Select a Page or Subpage that the **Quick Link** links a user to.
- b. Enter a short description that is displayed when the user mouses over the **Quick Link**.
- c. Select the Quick Link’s icon that is displayed on the Homepage.
- d. Repeat steps a-c for the rest of the Quick Links.



10. Once you have completed your Pages, Subpages, and optional Quick Links, click **Continue** to preview your unpublished website.

## Previewing and Publishing your Website

Once you have finished creating your Building Connect website you can review its look and layout on the Preview It tab. This allows you to view the website as a visitor would and make any necessary edits prior to publishing it the internet. A

This sections describes how to view your Building Connect site before it has been published to the internet.

To preview your Building Connect website:

1. Click **Admin → Building Settings → Building Connect**.
2. Click the **Site Name** you want to preview.
3. Click the **4) Preview It** tab.



4. (Optional) To view the website using the full screen, click **Launch Full Window**.
5. (Optional) If you want to make edits:
  - a. Click the appropriate tab
  - b. Navigate to the section you want to edit.
  - c. Make the necessary edits.
  - d. Click **Save**.
6. When you are ready to publish your website, click **Save and Publish**.

## Editing a Page or Subpage

This section describes the process of editing, or updating, your Building Connect website.

To edit your Building Connect website:

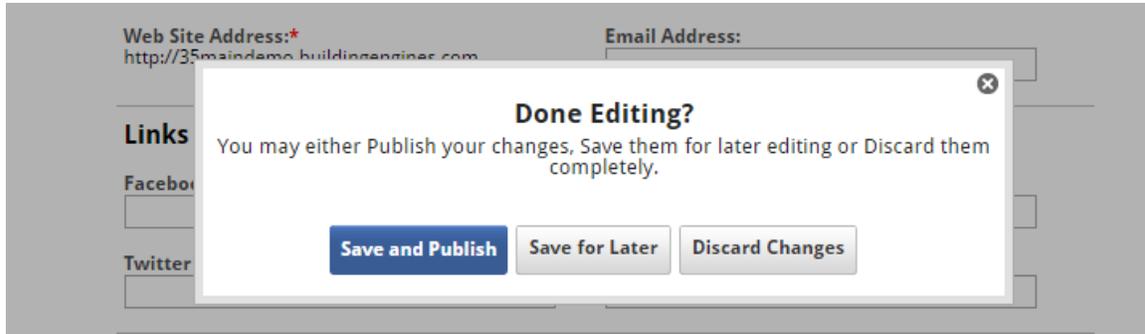
1. Click **Admin → Building Settings → Building Connect**.
2. Click the **Site Name** you want to edit.

3. Click the tab of the section you want to update.



4. Click **Edit Site**.

5. After you finish making your edits, click **Done Editing**, and then select either **Save and Publish**, **Save for Later**, or **Discard Changes**.

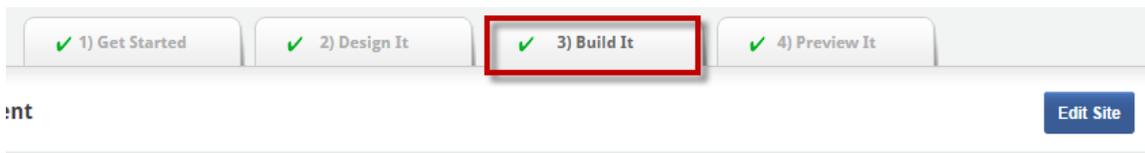


## Rearranging Page or Subpage Order

This section describes the process of rearranging the order of your Building Connect website content.

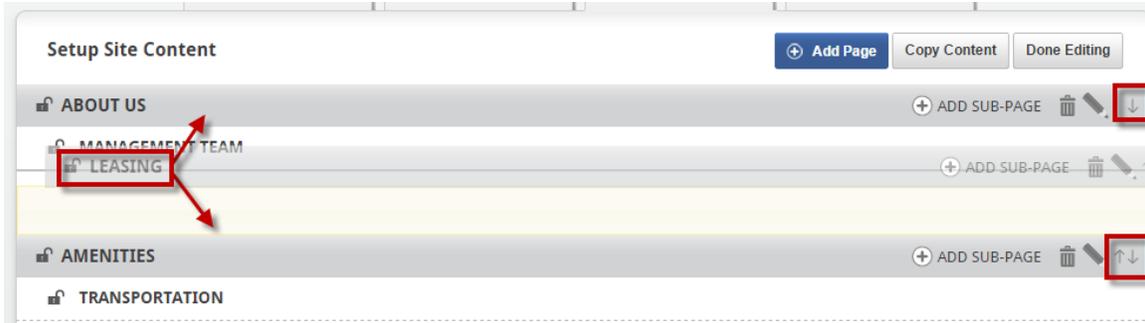
To rearrange the order of your content:

1. Click **Admin → Building Settings → Building Connect**.
2. Click the **Site Name** you want to edit.
3. Click the **Build It** tab of the section you want to update.

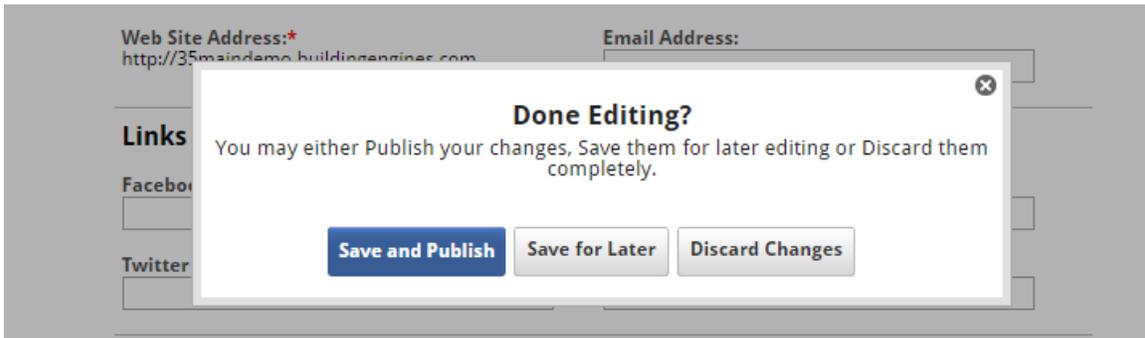


4. Click **Edit Site**.

5. Hover over the section you want to move, and when you see the cursor change into a 4 arrow cross left click your mouse and drag and drop the section into its new order. Alternatively you can use the arrows located on the right side of the section to move content either up or down in order.



6. After you finish making your edits, click **Done Editing**, and then select either **Save and Publish**, **Save for Later**, or **Discard Changes**.

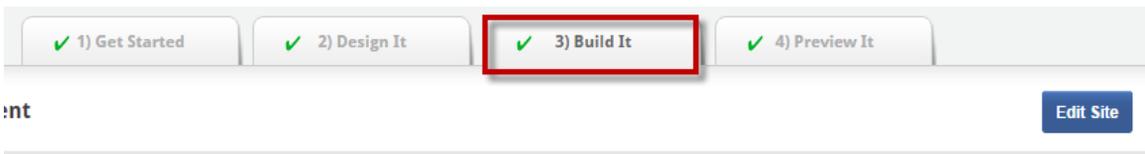


### Deleting a Page or Subpage

This section describes the process of deleting content from your Building Connect website.

To delete content from your Building Connect website:

1. Click **Admin → Building Settings → Building Connect**.
2. Click the **Site Name** you want to edit.
3. Click the **Build It** tab of the section you want to update.



4. Click **Edit Site**.

5. Navigate to section of content you want to delete and click the trash can icon located on the right side of the page.



6. After you finish making your edits, click **Done Editing**, and then select either **Save and Publish**, **Save for Later**, or **Discard Changes**.

