



Guard User Guide



Checking in registered and unannounced visitors
and executing visitor audits

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Overview

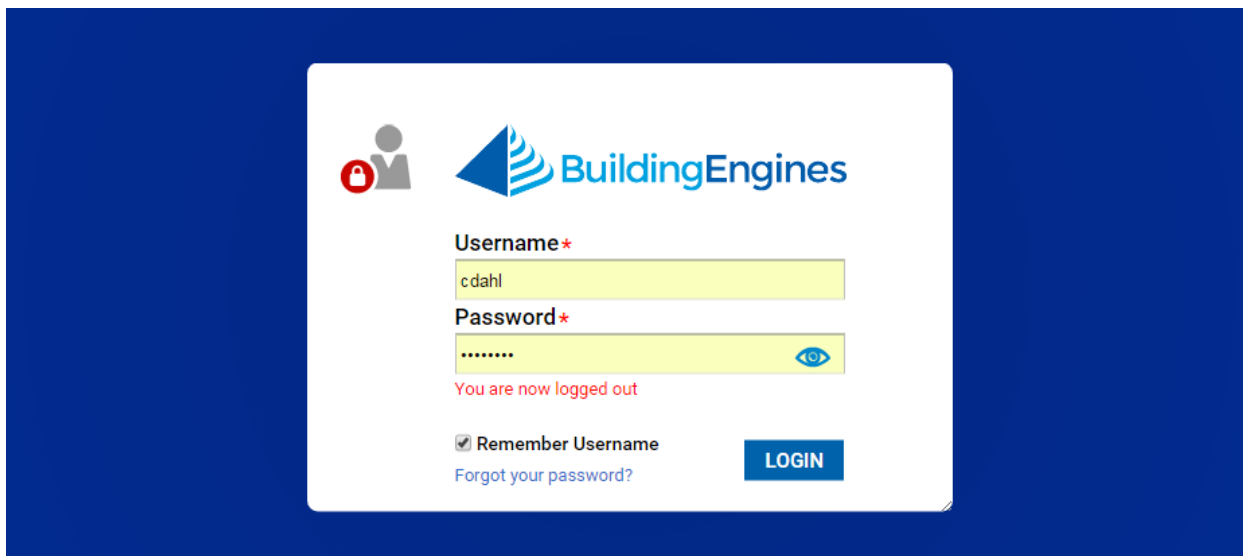
The guard interface is to be used in conjunction with the Visitor Access module of Building Engines. The guard interface allows guards to check in pre-registered visitors, add unannounced visitors, and run visitor lists and audits.

Logging into Building Engines

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

To access the Building Engines guard portal:

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



The screenshot shows the login page for Building Engines. It includes a user icon, the Building Engines logo, and a login form with fields for Username and Password. The Username field contains 'cdahl' and the Password field is masked with dots. A message indicates the user is logged out. There is a 'Remember Username' checkbox, a 'Forgot your password?' link, and a 'LOGIN' button.

3. Click **Login**.

Visitor Management

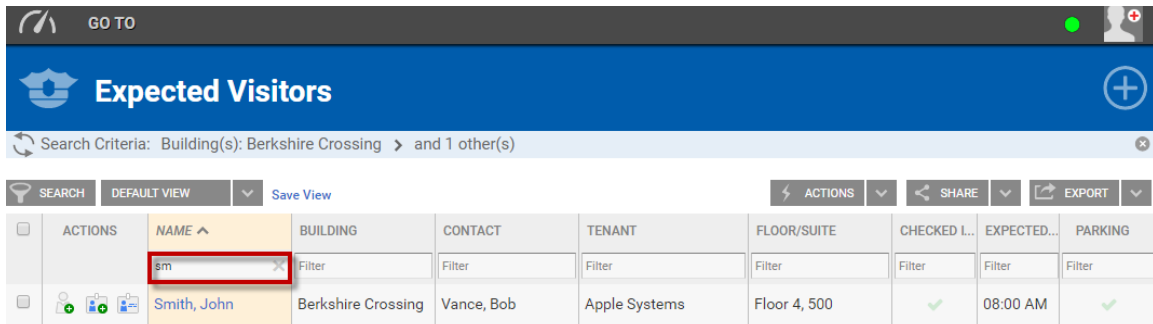
Visitors to your building can be entered into the Building Engines application via Property Management staff, guards, and tenant employees. Visitors who arrive that haven't been previously entered into the application can be registered upon their arrival. This section describes the process of checking in a pre-registered visitor, adding and checking in an unannounced visitor, and deleting a visitor, and running visitor lists via the guard portal.

Checking In a Pre-Registered Visitor

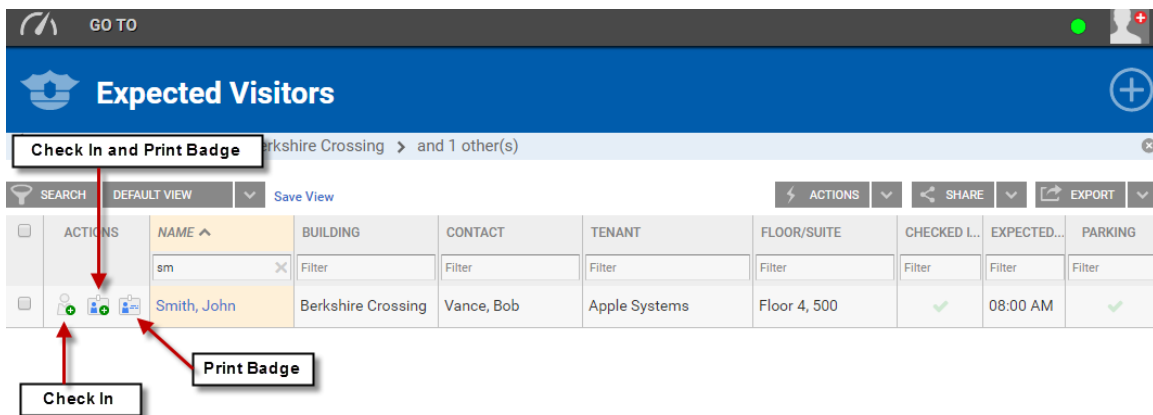
This section describes the process of checking in a previously registered visitor.

To check in a pre-registered visitor:

1. Enter the last name of the pre-registered visitor into the **NAME** field. *Note: You can also search using the first few letters of the visitor's last name.*



2. Click **ACTIONS** and select either **Check In**, **Check In and Print Badge**, or **Print Badge**.

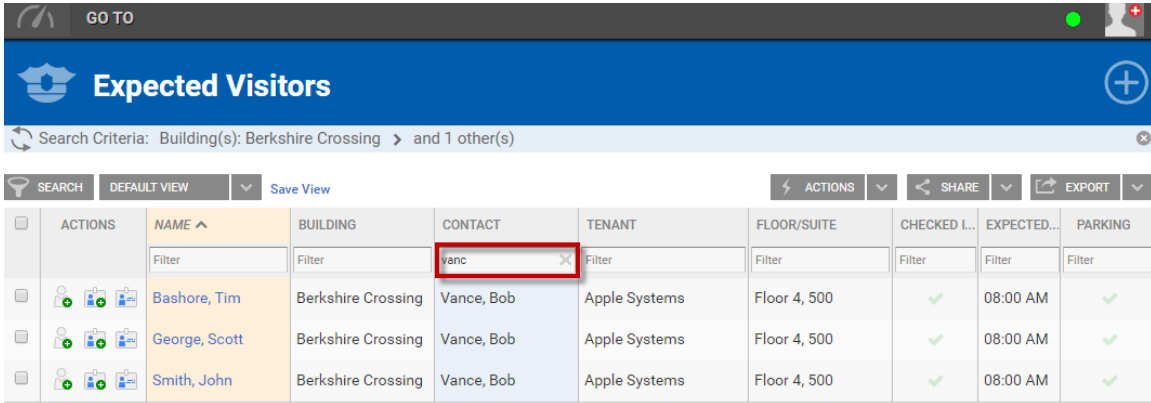


Checking In Multiple Pre-Registered Visitors

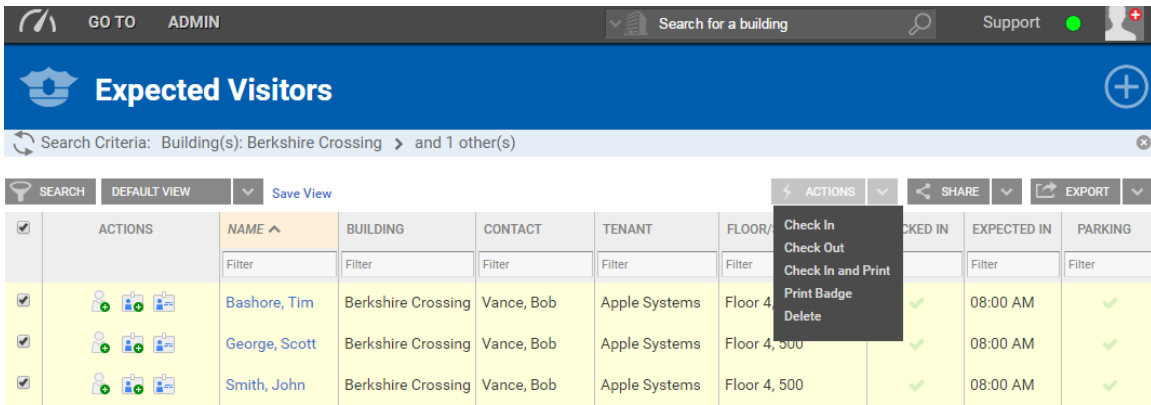
This section describes the process of checking in multiple visitors at once.

To check-in multiple visitors at once:

1. Using the **CONTACT** field, enter the last name of the contact that the visitors are coming in to see. *Note: You can also search using the first few letters of the contact's last name.*




2. (Optional) Using the **TENANT** field, enter the name of the Tenant Company the visitors are coming in to see.
3. Click the checkboxes located to the left of their names. *Note: The top checkbox selects/deselects all of the checkboxes on the page.*
4. Click **ACTIONS** and select either **Check In**, **Check In and Print Badge**, or **Print Badge**.

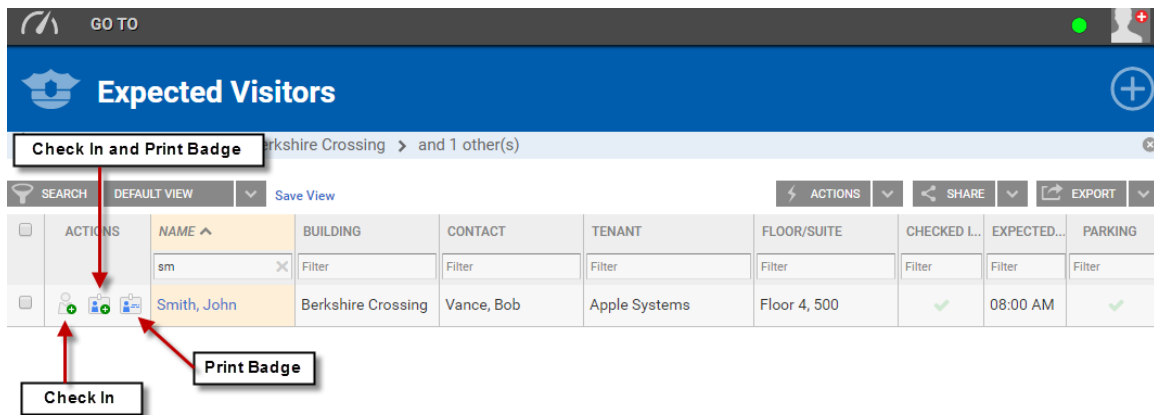


Checking In an Unannounced Visitor

If a visitor arrives at your building that hasn't been pre-registered by a system user you can enter their name and check them in via the guard portal. This section describes the process of entering and checking in an unannounced visitor.

To add an unannounced visitor:

1. Click the Add Visitor  icon.
2. Using the **Add Visitor** pop-up, enter: **BUILDING, VISITOR TYPE, TENANT, FLOOR/SUITE, TIME, DATE, NAME, CONTACT, (OPTIONAL) CONTACT PHONE,** and (OPTIONAL) **NOTE.**
3. Click **SAVE.**
4. Click **ACTIONS** and select either **Check In, Check In and Print Badge,** or **Print Badge.**

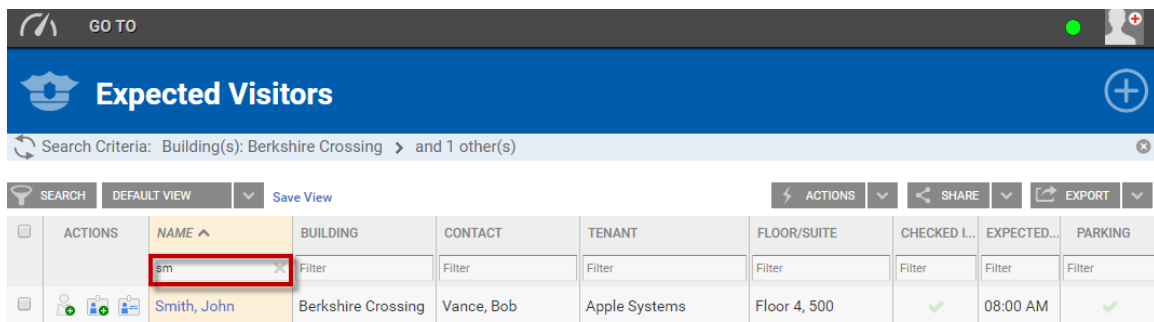


Deleting a Visitor

In some instances it may be necessary to remove a pre-registered visitor from the list of Expected Visitors. This section describes the process of deleting a visitor.

To delete a visitor:

1. Enter the last name of the pre-registered visitor into the **NAME** field. *Note: You can also search using the first few letters of the visitor's last name.*



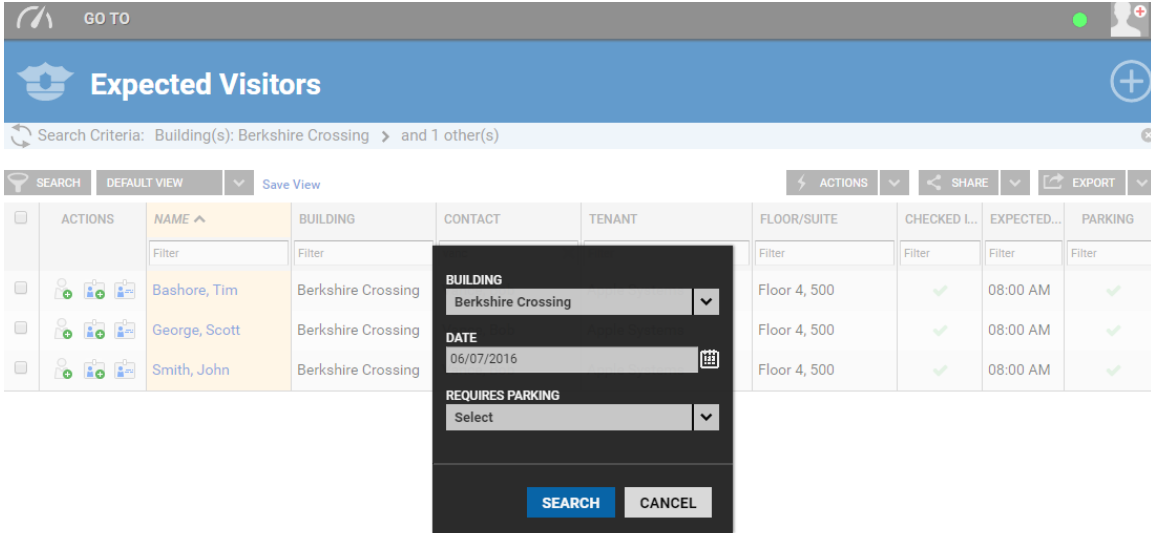
2. Click the checkbox located to the left of their name.
3. Click **ACTIONS** and select **Delete.**

Viewing Expected Visitors

A list of future visitors to the building can be viewed by building and date. This section describes how to view your expected visitors. *Note: To execute a visitor audit from a previous day, perform the following steps using a previous date.*

To view your expected visitors:

1. Click **SEARCH**.
2. Select a **BUILDING** and **DATE**.



3. (Optional) If the visitor was pre-registered with a requirement for parking you can select **YES** from the **REQUIRES PARKING** field to further sort the list.
4. Click **SEARCH**.

Exporting a Visitor List

Following the execution of a visitor list you have the option of exporting the list into a PDF, CSV, or XLS format. *Note: To execute a visitor audit from a previous day, perform the following steps using a previous date.* This section describes the process of exporting the visitor report.

To export a visitor list:

1. Click **SEARCH**.
2. Select a **BUILDING** and **DATE**.
3. (Optional) If the visitor was pre-registered with a requirement for parking you can select **YES** from the **REQUIRES PARKING** field to further sort the list.

4. Click **SEARCH**.
5. Click **SHARE** and select your preferred format (**PDF**, **CSV**, or **XLS**). *Note: Following your selection, and depending upon your browser, you may be asked whether you want to view or save your report.*

Sharing a Visitor List

Following the execution of a visitor list you have the option of exporting and sharing the list in a PDF, CSV, or XLS format. *Note: To execute a visitor audit from a previous day, perform the following steps using a previous date.* This section describes the process of exporting and sharing the visitor list.

To export and share a visitor list:

1. Click **SEARCH**.
2. Select a **BUILDING** and **DATE**.
3. (Optional) If the visitor was pre-registered with a requirement for parking you can select **YES** from the **REQUIRES PARKING** field to further sort the list.
4. Click **SEARCH**.
5. Click **SHARE** and select your preferred format (**PDF**, **CSV**, or **XLS**).
6. (Optional) Edit the **SUBJECT**, **MESSAGE**, and **SENDER ALIAS** fields to your preference.
7. Select your recipients and click **SEND**.