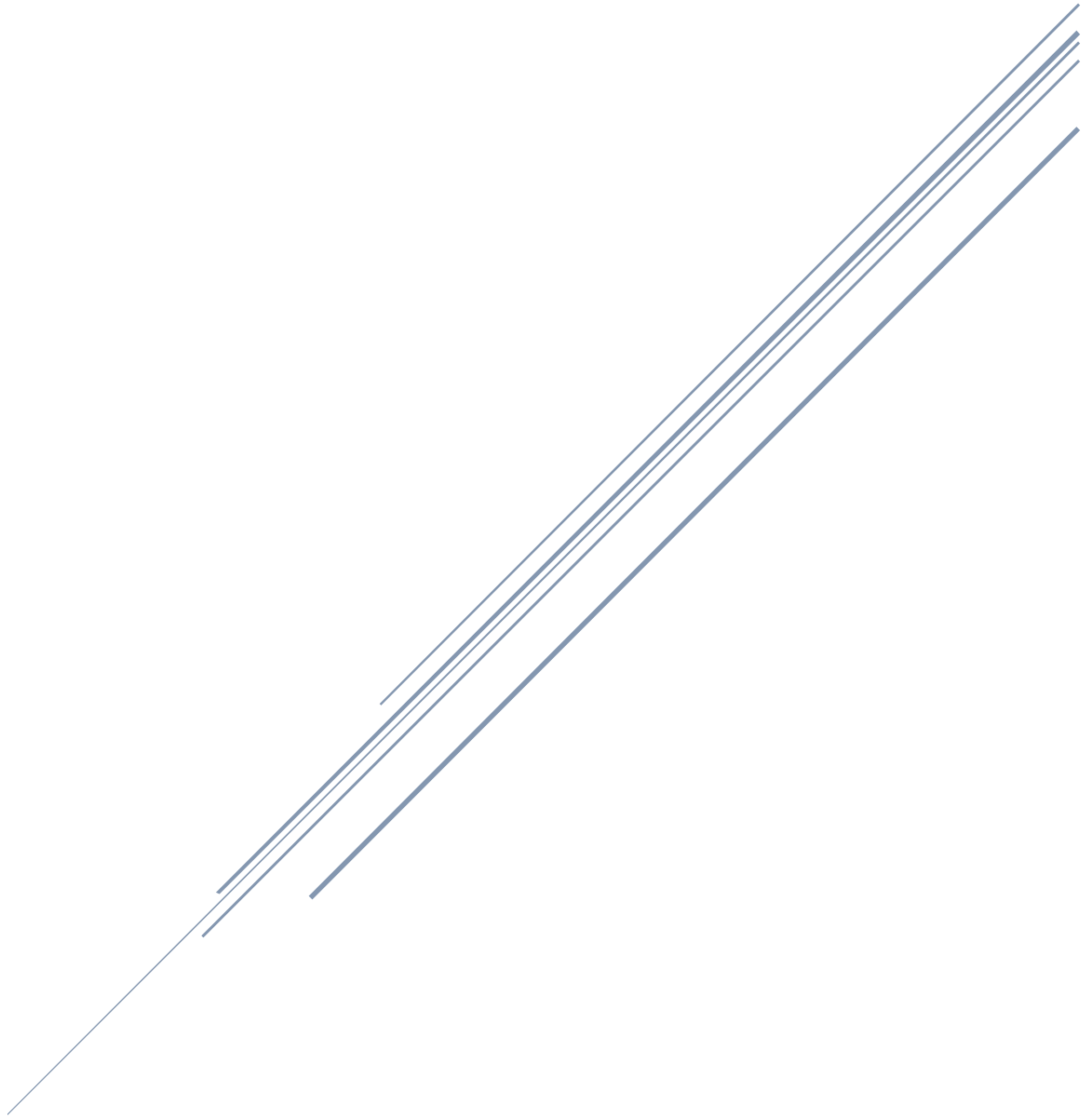


buildingCONNECT

User Management Guide



McKenney's, Inc.

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Overview

This document is a guide to user management for BuildingCONNECT remote connectivity software. BuildingCONNECT allows for building administrators to manage users that have access to their building's applications within BuildingCONNECT. If your building uses Niagara, you can use this app to create new users with preset permission levels within Niagara.

Login

You can access the BuildingCONNECT management app [here](#). When you first get to the page you will land on the login screen. Here you will use your BuildingCONNECT credentials to login.

The image shows a screenshot of the BuildingCONNECT 'Sign In' interface. It features a white central panel with a blue border. At the top of the panel, the text 'Sign In' is displayed in a large, dark font. Below this, there are two input fields: the first contains the text 'groupadmin', and the second is filled with dots, representing a password. A blue 'Log In' button is positioned below the password field. At the bottom of the panel, the McKenney's logo is shown, consisting of a circular emblem with the letters 'MK' and the text 'McKenney's' and 'Building A Higher Standard' underneath. The entire interface is set against a solid blue background.

Sign In

groupadmin

.....

Log In



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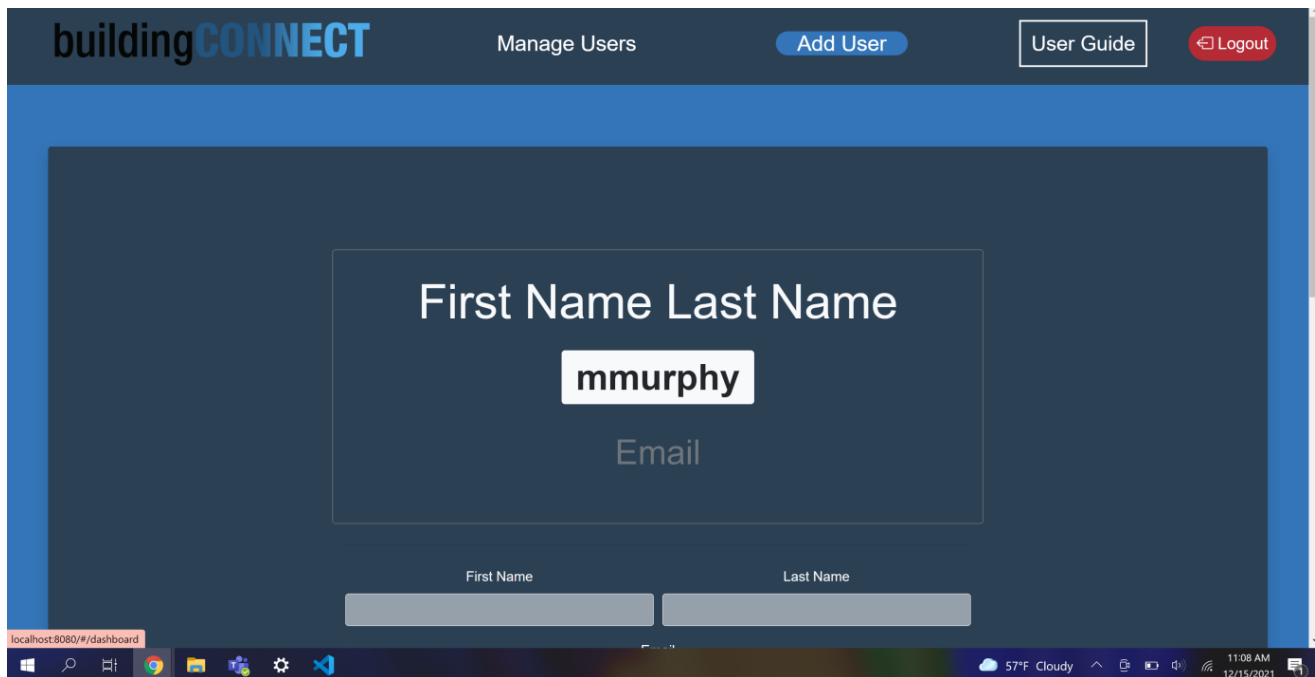


Dashboard Navigation & Functions

Once logged in, you will see a dashboard of all the BuildingCONNECT users on your team. Here you can perform all the functions you'll need to manage your team.

Toggle Users and New User Views

You can toggle between the Manage Users and Add User views by clicking the corresponding tabs.



Add New User

You can add a new user by clicking on the add user tab. Then, fill out the fields with the new user's information, click the checkbox for the building, create a password for the user, click save change, and confirm the change. You will receive a message stating that the new user was successfully created.

If you are an admin at multiple buildings, you will see a checkbox list of possible buildings to add this user to. You can choose any combination of them but must choose at least one. The user will receive the same permission level for each building.



Search for User

You can search for a user on the Users screen by clicking the search box, then typing the username for the user you are looking for. The search bar only filters based on username.



Edit User

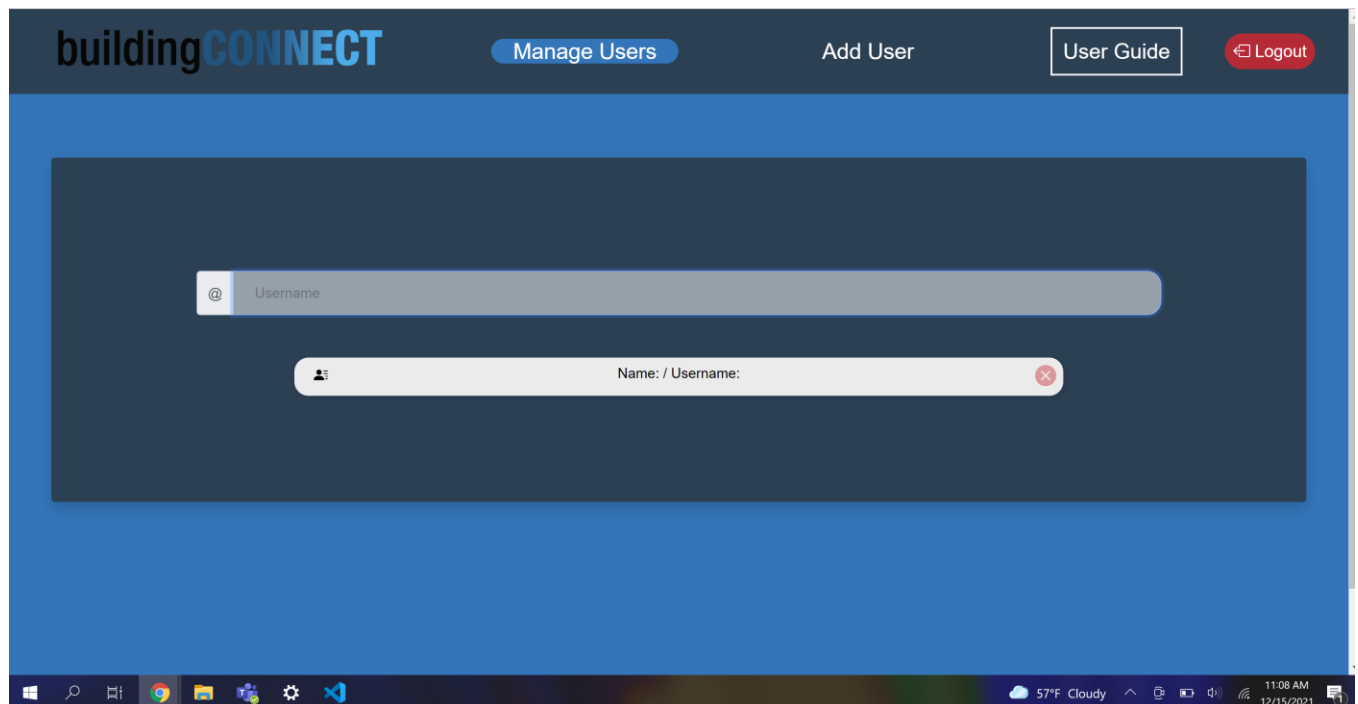
You can edit a user by selecting the user you want to edit on the Users screen. Then, make the changes that you want on the user, select save changes, and confirm the changes in the popup. **Usernames, first name, last name, and email cannot be edited once a user is created.** If you would like to change one of those, you must delete their account and create a new one. **Password, permission level, and building can be changed at the same time, or on their own.**

****YOU MUST SELECT A BUILDING FROM THE CHECK LIST FOR CHANGES TO GO THROUGH****

(If you want the user to remain in the same buildings, simply re-click the buildings they are already in)

Delete User

You can delete a user by selecting the X next to the user on the Users page. Then, confirm the action on the pop up.



Logout

You can logout of the app by selecting logout in the top right-hand corner of the screen. The app will automatically logout after 15 minutes of inactivity.

