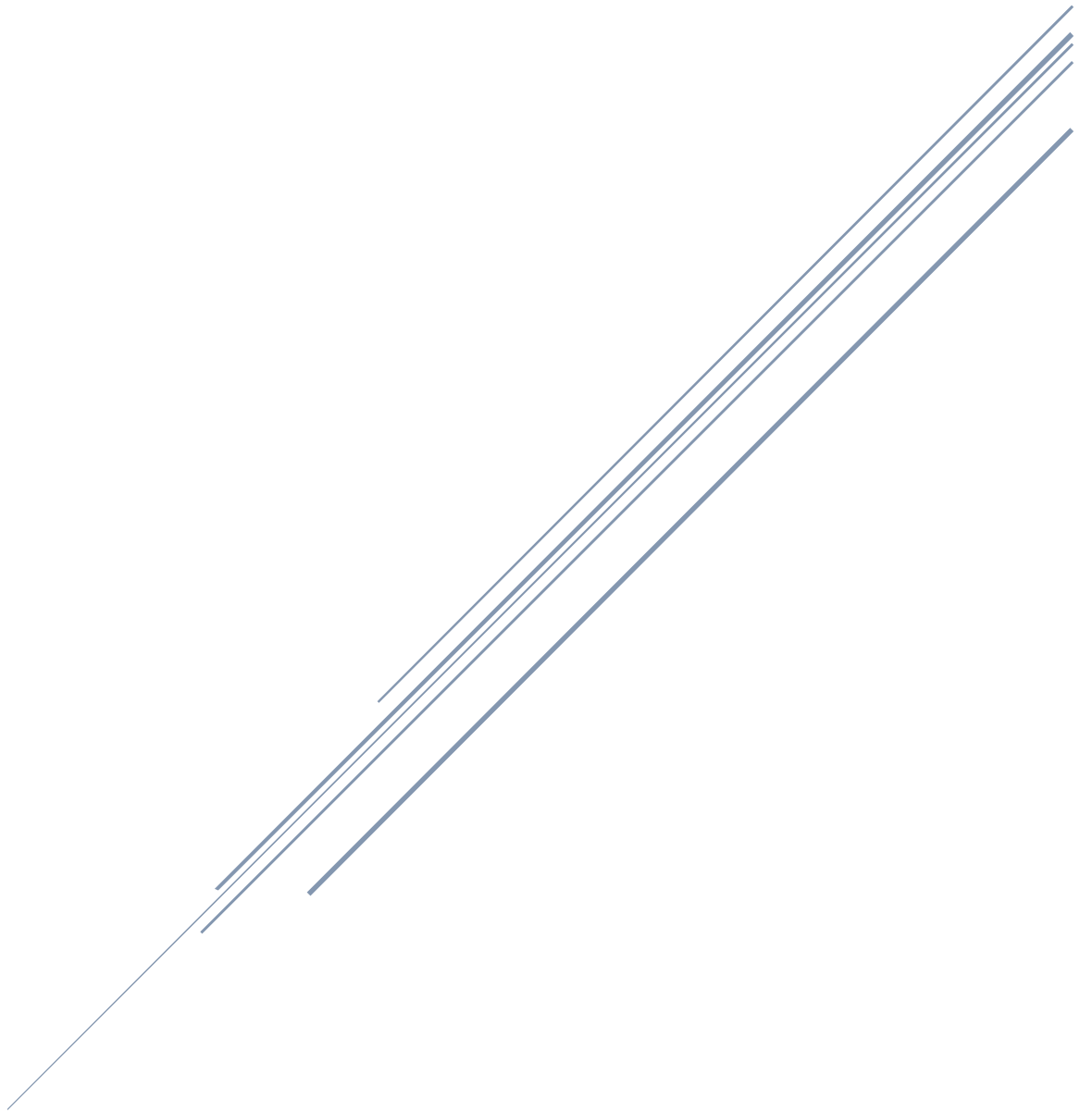


# buildingCONNECT

## User Management Guide



McKenney's, Inc.

## Table of Contents

Overview .....	2
Login .....	2
Dashboard Navigation & Functions .....	3
<i>Toggle Users and New User Views .....</i>	<i>3</i>
<i>Add New User .....</i>	<i>3</i>
<i>Search for User .....</i>	<i>4</i>
<i>Edit User .....</i>	<i>5</i>
<i>Delete User .....</i>	<i>5</i>
Logout .....	6

## 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 'Sign In' screen for the BuildingCONNECT management app. The screen has a white background with a blue border. At the top, the text 'Sign In' is centered. Below it, there are two input fields: the first contains the text 'groupadmin', and the second is a password field represented by a series of dots. Below the input fields is a blue button with the text 'Log In'. At the bottom of the screen is the McKenney's logo, which consists of a circular icon with the letters 'MK' and the text 'McKenney's' and 'Building A Higher Standard' below it.

Sign In

groupadmin

.....

Log In

  
**McKenney's**  
Building A Higher Standard



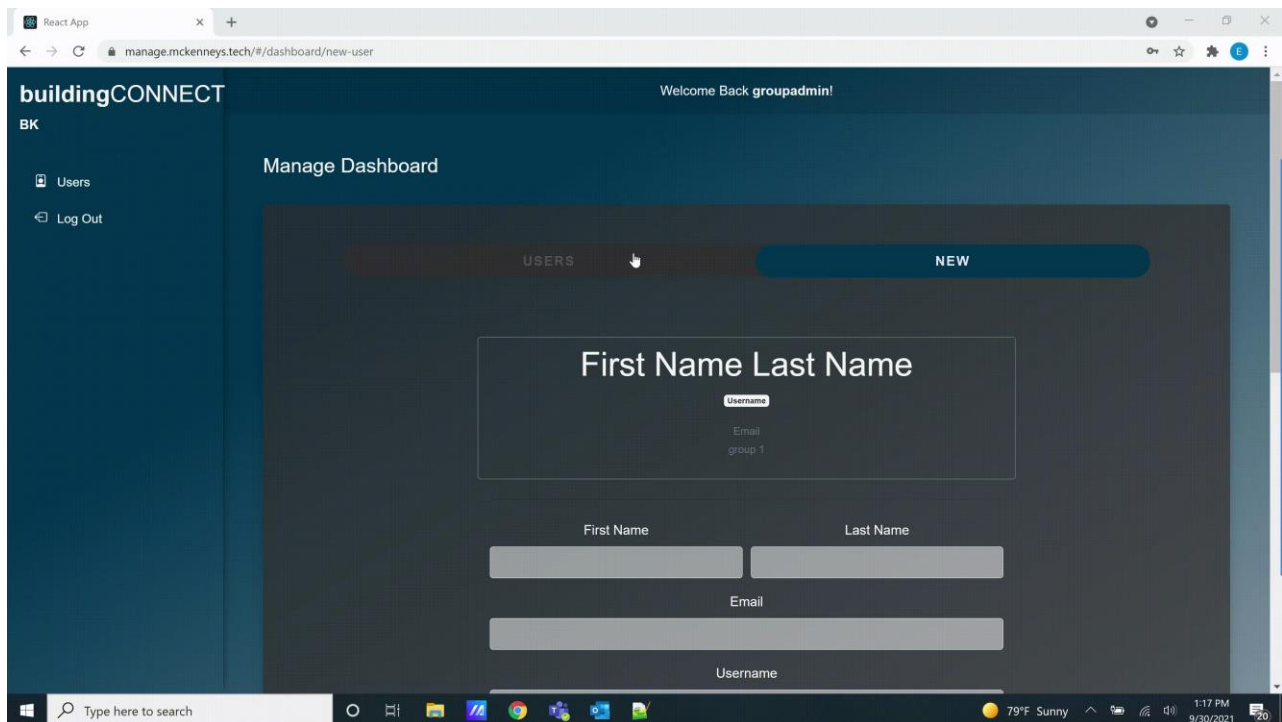
## Dashboard Navigation & Functions

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.

Each function contains images that show examples of various functions within the app. You can click on the images to pause them.

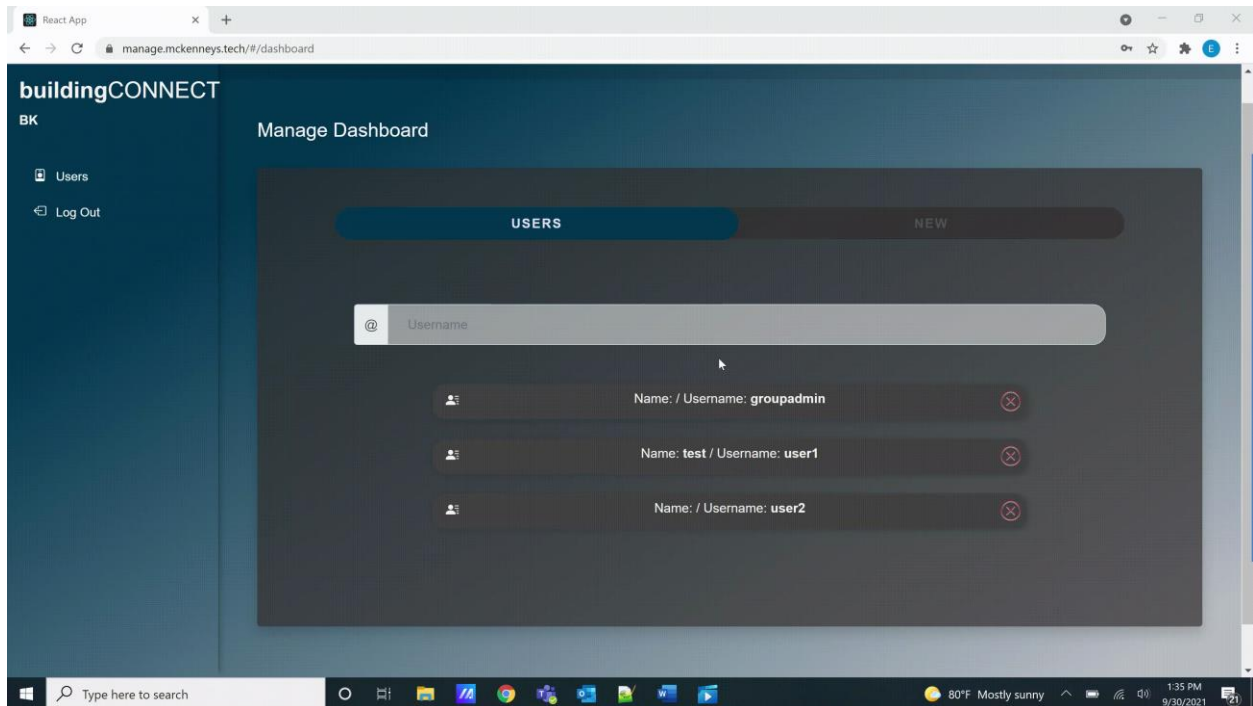
### *Toggle Users and New User Views*

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



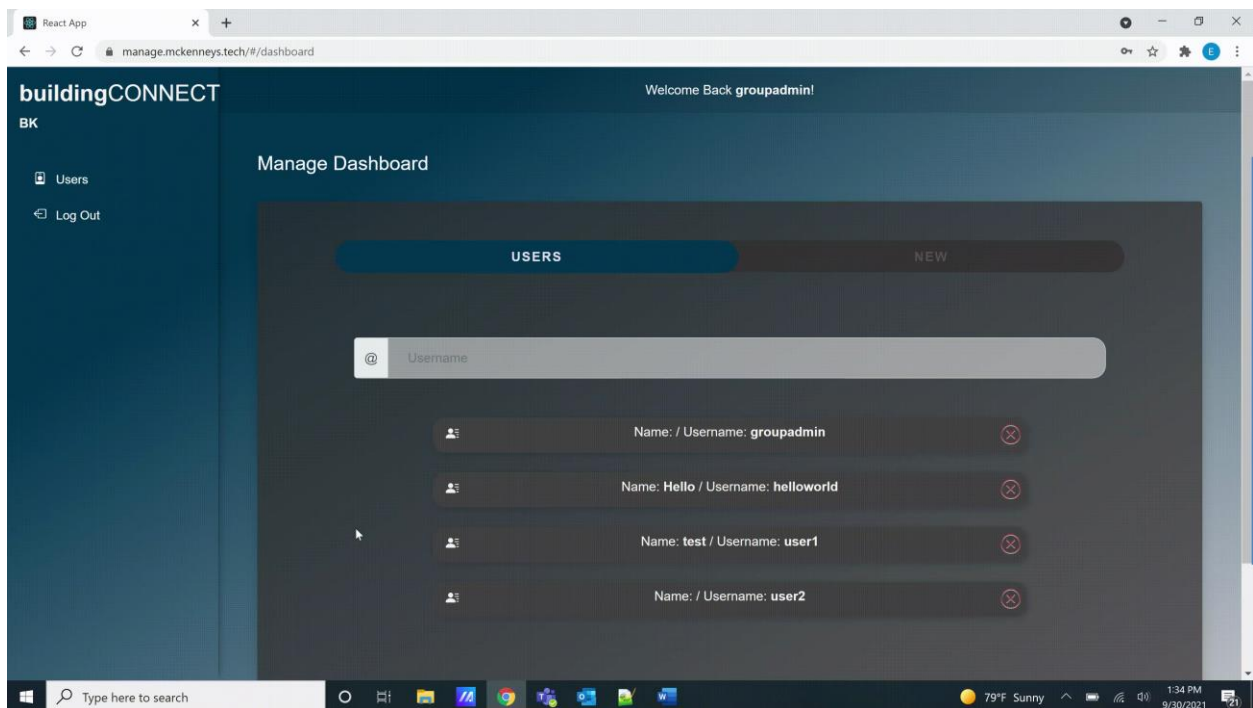
### *Add New User*

You can add a new user by clicking on the new user tab. Then, filling out the fields with the new user's information and creating a password for the user and clicking save change and confirming the change. You will receive a message stating that the new user was successfully created.



### *Search for User*

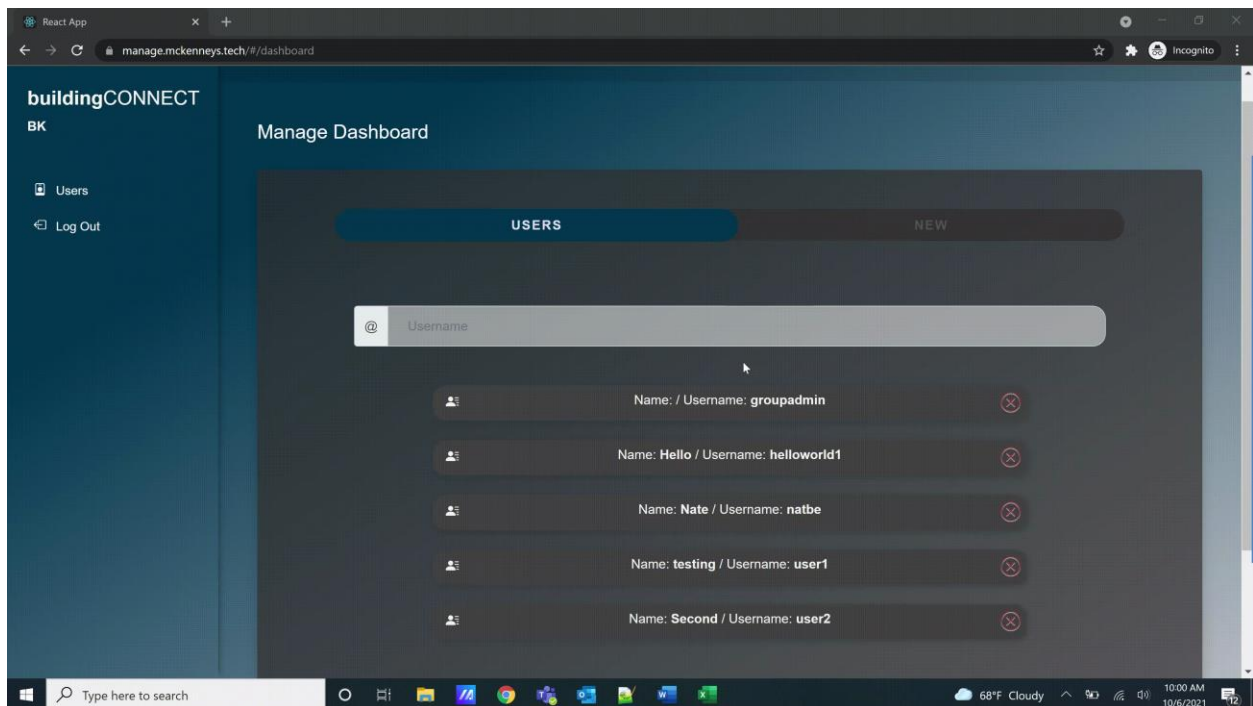
You can search for a user on the Users screen by clicking the search box, then typing the username for the user you are looking for. The search bar only filters based on username.





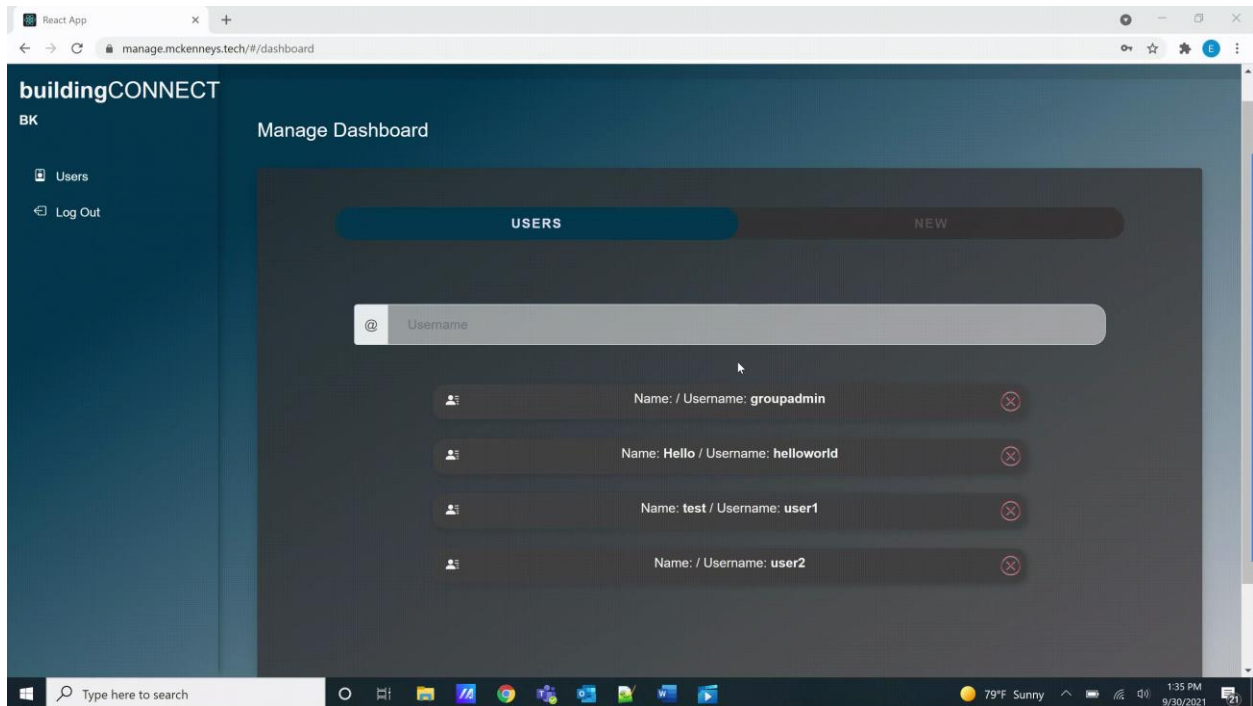
### Edit User

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, and selecting save changes and confirming the changes in the pop up. **Username cannot be edited once a user is created.** If you would like to change someone's username, you must delete their account and create a new one. **Password changes must be made separately from changes to first name, last name, email, and permission level.** If you would like to change the password along with other user attributes, first change the password then save the change. Then, change the other attributes you would like to change, then save the changes.



### 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 on the left-hand side of the screen. The app will automatically logout after 15 minutes of inactivity.

