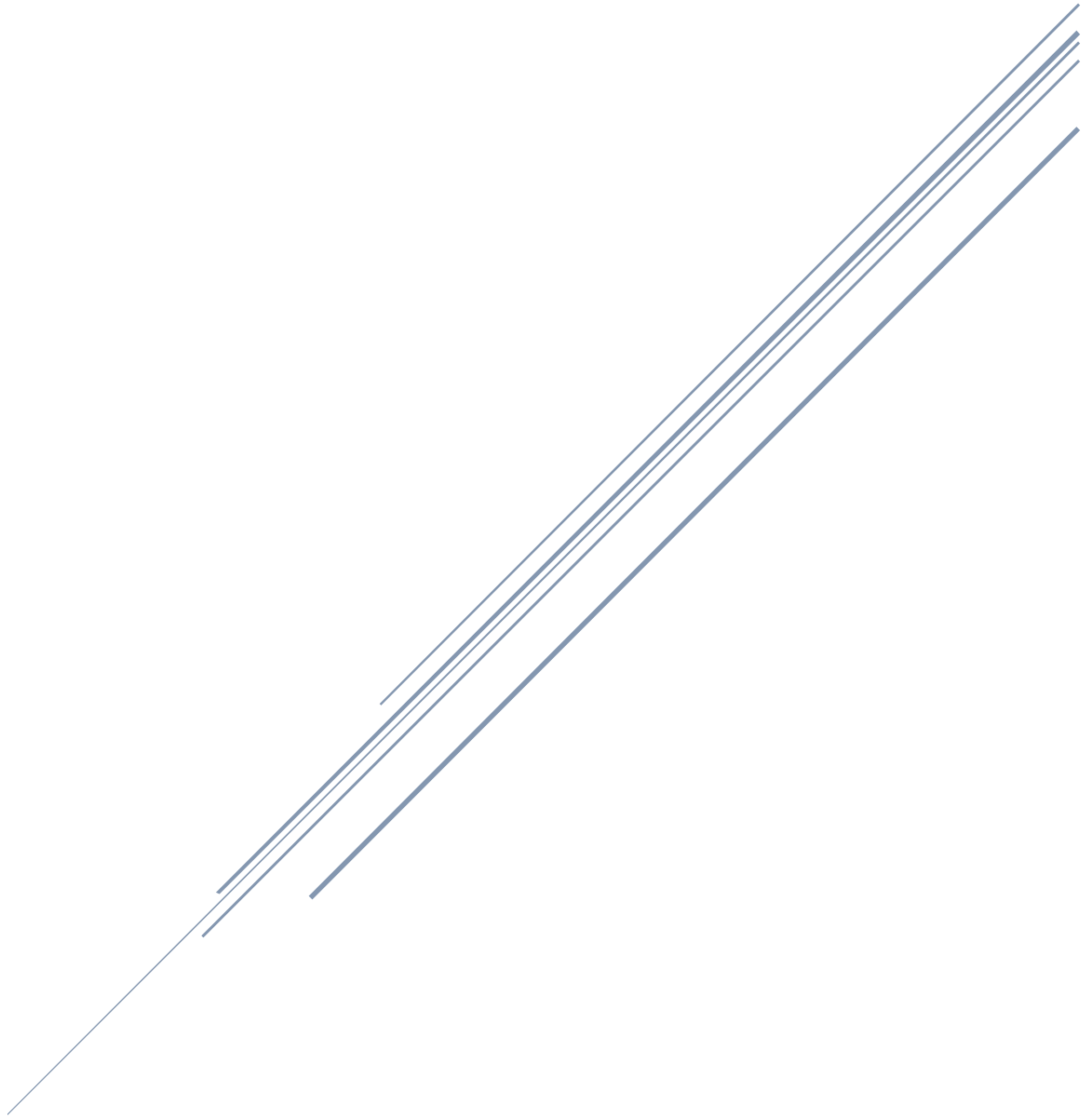


buildingCONNECT

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, 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 to represent a password. A blue 'Log In' button is positioned below the password field. At the bottom of the panel is the McKenney's logo, which includes a circular 'MK' emblem and the text '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 Manage Users and Add User views by clicking the corresponding tabs.

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First Name Last Name

mmurphy

Email

First Name Last Name

Add New User

You can add a new user by clicking on the add 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.



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First Name Last Name

mmurphy

Email

First Name Last Name

localhost:8080/#/dashboard 11:08 AM 12/15/2021

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.

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@ Username

Name: / Username:

11:08 AM 12/15/2021

Edit User

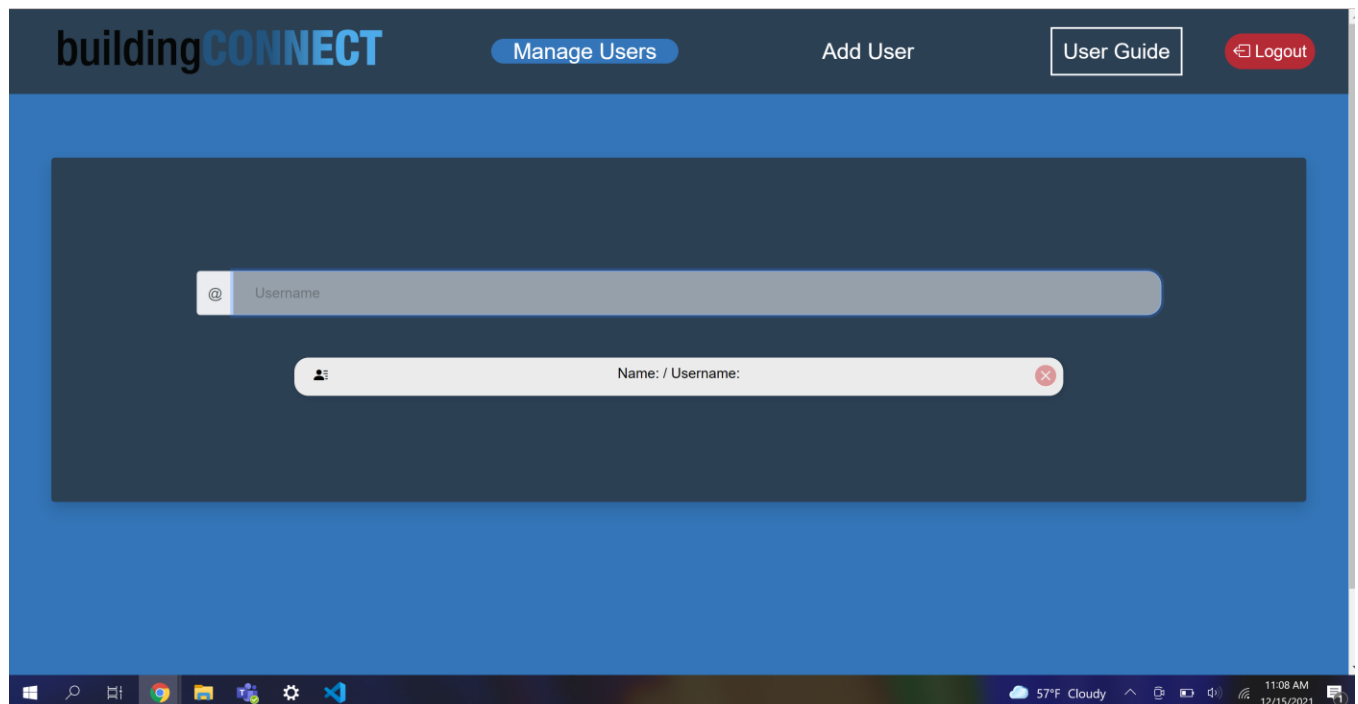
You can edit a user by selecting the user you want to edit on the Users screen. Then, make the changes that you want on the user, and selecting save changes and confirming the changes in



the pop up. **Usernames 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 in the top right-hand corner of the screen. The app will automatically logout after 15 minutes of inactivity.

