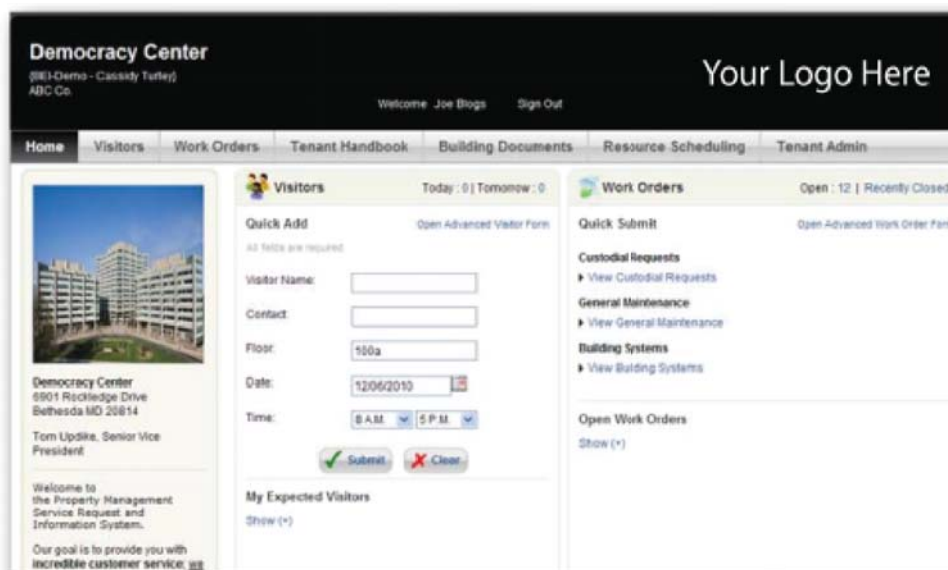




Tenant Portal

The Building Engines Tenant Portal extends service and communications programs out to tenants. It provides an online experience for several of the most common tenant actions and activities, including visitor pre-clearance, work order service requests, tenant handbook and document access, and building resource scheduling.



Key Benefits

- ▶ Improve tenant experience with quick submission, confirmation and easy access to information.
- ▶ Make the building's tenant handbook and documents securely available online to tenants to reduce printing costs, assure access, and simplify administration and distribution.
- ▶ Reduce the excess phone calls and searches for information by giving tenants insight into historical service information and work order request progress.
- ▶ Allow tenants to quickly and easily pre-authorize visitors for entry.
- ▶ Streamline communication with the Resource Scheduling Manager for reserving building resources.
- ▶ Limit or specify access to certain functions based on the tenant user type and ability.

“It's an efficient system that saves time and answers my questions as to whether the information got through to the right people on time.”

*- Jane Howard,
Columbia Management*



Tenant Portal

Provide today's tech-savvy tenant with an online option for interacting with building management.

999 Peachtree Street
 (BEI-DEMO - MASTER SALES DEMO ACCT)
 Alec Berg Lawfirm

Welcome Michael Barth Sign Out

Home Work Orders Tenant Handbook Property Documents Resource Scheduling Tenant Admin

Work Orders Open : 62 | Recently Closed

Quick Submit Open Advanced Work Order Form

Quick List

- ▶ Cleaning
- ▶ Electrical Issues
- ▶ Leak/Plumbing
- ▶ Lights Out
- ▶ Other
- ▶ Overtime HVAC
- ▶ Pest Removal
- ▶ Security

Open Work Orders (62)

- ▶ 11/08/2012 Too Hot/Too Cold:Office 406
- ▶ 11/08/2012 Leak/Plumbing:Mens Room
- ▶ 11/08/2012 Electrical Issues:Office 405
- ▶ 11/06/2012 Electrical Issues:Conf room
- ▶ 11/06/2012 Electrical Issues:Conf room
- ▶ 11/06/2012 Pest Removal:Hall
- ▶ View All...

360 First Avenue
 360 First Avenue
 New York NY 10010

Welcome to the Workflow Management Portal. You can submit Work Order Requests through this site and also find other helpful information. Should you have an Emergency, please

Visitors Today : 0 | Tomorrow : 0

Quick Add Open Advanced Visitor Form

All fields are required

Visitor Name:

Contact:

Floor:

Date:

Time:

Work Orders Open : 20 | Recently Closed

Quick Submit Open Advanced Work Order Form

Custodial Requests

- ▶ View Custodial Requests

General Maintenance

- ▶ View General Maintenance

Building Systems

- ▶ View Building Systems

Open Estimate Work Orders (1)

- ▶ Electrical Issues:Awaiting Estimate
- ▶ View All...

For a Demonstration of Building Engines' Tenant Portal, call and ask for sales at 866.301.5300

buildingengines.com | 866.301.5300 | info@buildingengines.com

