



Property Removal Pass Workflow User Guide



Managing property removal passes

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Overview

For buildings with secure lobbies and standard procedures for property removal, tenant administrators are now able to control the authorization for property that is leaving the building through the new Property Removal Pass module. Property Managers will also have a record of approved property removal passes.

Property Removal Pass Workflow

This section describes the typical workflow between the tenant and Property Management organization.

Tenant Submits Property Pass Request

This sections describes the process a tenant employee undergoes when they want to remove company property from the building.

1. The tenant clicks **Property Removal Pass** on their tenant portal.
2. The tenant clicks **Add New Pass**.
3. The tenant enters the **Name, Email, Company, and Floor/Area of the requestor**, followed by the **Property Description** of the item(s) to be removed from the building.

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New Property Removal Pass

[RETURN TO PROPERTY REMOVAL PASS LIST](#)

Requested By	Property Info
First Name: * <input type="text" value="Alice"/>	Property Desc.: * <input type="text"/>
Last Name: * <input type="text" value="Walsh"/>	
Email: * <input type="text" value="na@na.com"/>	
Company: * <input type="text" value="Apple Computer"/>	
Removed From	Additional Information: <input type="text"/>
Floor / Area: * <input type="text" value="Floor 5, 500"/>	
Location: <input type="text" value="Location"/>	

[+ SAVE](#) [RESET](#)



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4. The tenant clicks **SAVE** to complete the property removal pass request. The request is then routed to the tenant administrator for approval. *Note: If a request is entered by a Tenant Administrator it is automatically entered into the **Approved** status.*

Tenant Administrator Approves or Denies Request

This section describes the process the Tenant Administrator performs after a property removal request has been submitted.

1. The tenant administrator receives a notification via email that a property removal pass request has been received.
2. The tenant administrator may “quick approve” the request through a link included in the email notification, or log into the tenant portal and click **Property Removal Pass** to view the full request.
3. If “quick approve” has been ignored, the tenant administrator reviews the details of the request and clicks the icon in the **Actions** column to approve or deny the request.

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Admin

Property Removal Pass

+ ADD NEW PASS
PRINT RESULTS

EXPAND

	Requestor	Description	Status	Expires	Actions
<input type="checkbox"/>	Alice Walsh	Company iPad #3	Pending		

Tenant Receives Approved or Denied Request

Following the approval or denial of the request, the tenant either prints the approved request to show the guard upon exiting the building, or they may inquire about the denial with the Tenant Administrator.

If the request has been approved:

1. The tenant or guest requestor receives an email notification.
2. The tenant accesses the approved property removal pass through the tenant portal, and prints a hard copy of the pass to present to the guard station upon exiting the building.

Property Management, Inc.

PROPERTY REMOVAL PASS

PASS ID	#29438282	REQUESTOR INFO	
BUILDING	Commercial Street Corporate	COMPANY	ABC Investments
TENANT	ABC Investments	NAME	Louisa Books

DESCRIPTION OF ITEMS BEING REMOVED

Box of files
2 Binders of Documents

Authorized by Dan Ableman on Jun 06, 2014 10:34 AM FOR USE BY JUL 06, 2014

SECURITY OFFICER USE ONLY

Received by (Print name) _____

Signature _____ Date _____



Guard Reviews Details of Request upon Property Exit

Before the tenant leaves the building with company property, they are to check-out at the guard station.

At check-out:

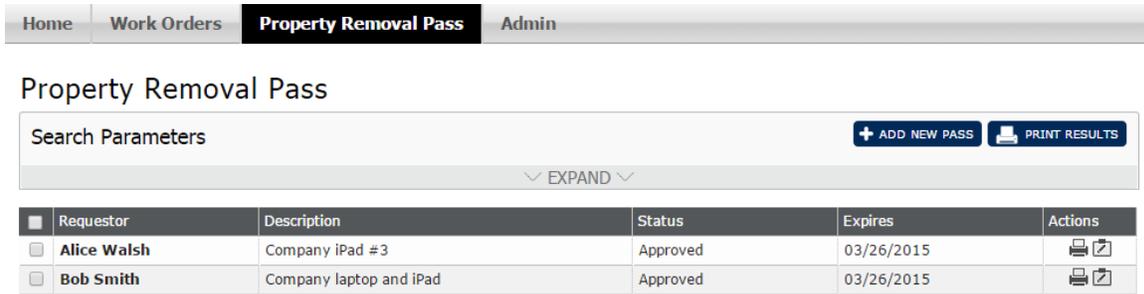
1. The tenant arrives at the guard station with the property to be removed and the guard collects the printed pass and approves.

Tenant Administrator Reviews Property Pass History

During the property removal pass request process, tenant administrators and property managers are able to view the details of a request.

For tenant administrators to view a request:

1. Click **Property Removal Pass**.



Home Work Orders **Property Removal Pass** Admin

Property Removal Pass

Search Parameters + ADD NEW PASS PRINT RESULTS

EXPAND

<input type="checkbox"/>	Requestor	Description	Status	Expires	Actions
<input type="checkbox"/>	Alice Walsh	Company iPad #3	Approved	03/26/2015	 
<input type="checkbox"/>	Bob Smith	Company laptop and iPad	Approved	03/26/2015	 

2. Optionally, click EXPAND to access the search filters.
3. Click the name in the **REQUESTER** column to access the request details.