



Partnership User Guide



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Partnerships

The online partnership feature allows an organization to share viewing, downloading and uploading privileges for the same buildings.

If, for example, you work with a service company that is also a BuildingReports.com member and performs inspections at one of your buildings as a subcontractor, an online partnership can be established. You select which buildings you want your subcontractor to access and what privileges or abilities you want them to have. If necessary, you can close the partnership at any time to prevent further access.

Partnerships can allow a building owner to view all of their inspection reports online under one username and password.

If you perform inspections using only one ScanSeries application, it doesn't matter. You can partner with another BuildingReports.com member in the same city, region or across the country.

Partnerships can also be created with other offices within your organization. For example, you may need to share information between your main office or national accounts and a branch office or between branches.

Partnerships make use of the extensive network of BuildingReports.com members and are very easy to set up and activate.

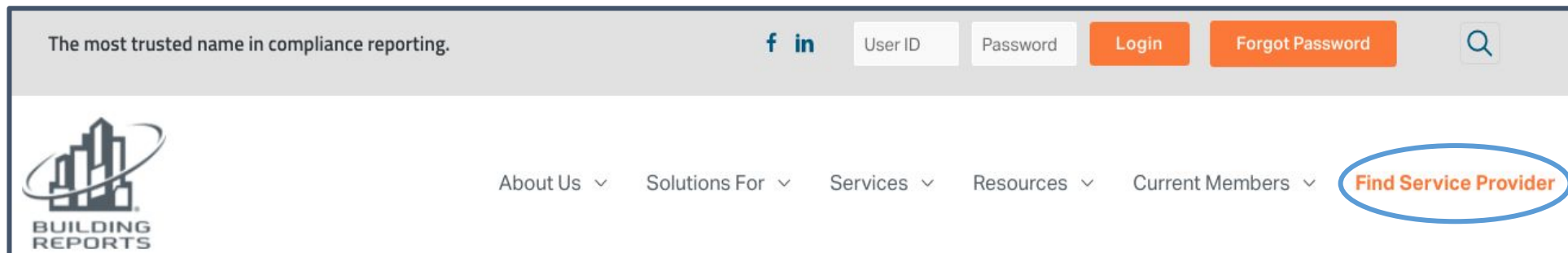


Determining Your Partner

Scenario: You are a fire alarm company and your customer wishes you to inspect not only fire alarms, but extinguishers as well.

You will need to locate an existing BuildingReports.com member using SafetyScan in your area with whom you can partner.

There are two ways to go about this. First is to go to the BuildingReports.com website. However, do not log in yet. Rather, select the **Find Service Provider** button.





The second way is If you have already logged in. From the main navigation window you can search for a member by hovering your cursor over the **Setup** button and selecting **Support** to access the **Member Locator**.

Either option will get you to the **Member Locator** form.

Buildings

Setup ▾

- Forms
- Users
- Organization
- Catalog
- Support**

User Guides & Video Tutorials
Click the link below for access to how-to guides, video tutorials and resources to help you learn how to utilize the BuildingReports' products and services used by your organization.

- [BuildingReports Self-Help Support Center](#)

Login Credentials & Account Access Support
For assistance with your login credentials or access to your reports, please contact your service provider or account administrator. If you do not know your service provider's contact information, please visit our member locator.

- [Member Locator](#)

Remote Support

Fill out the fields and select **Find Members**.

☒ All Members
☐ Only Verified Members [info](#)

within 25 miles ▾

City

State

Select State ▾

— or —

Zip Code

FIND MEMBERS



From the list of BuildingReports members, contact the company you choose to do business with. Request for a partnership to be linked between your organizations with you as the **primary** partner and your subcontractor as the **secondary** partner.

Note: Some members may have a **Verified Service Member** badge. Service companies that are verified can indicate this status in their inspection reports, marketing materials and websites. A Verified Service Member badge demonstrates to building owners and managers that they have all the proper credentials and training to gain this recognition. For more information about Verification and the TrueCompliance Certification Program, contact your regional Member Success Manager.



ABC Fire Protection

1000 Main Street NW

Anywhere, ST 30000

ABCFP.com

John Towers

P: 999-999-9999

XYZ Protection Systems

4000 South Pkwy

Anywhere, ST 30000

XYZPS.com

Michael Green

P: 999-000-0000



Primary and Secondary Partner Responsibilities

Primary Partner

- The organization asking to create the partnership
- Creates the building
- Grants access to the secondary partner who will be performing the subcontracted inspection
- Retains ownership of the data

Secondary Partner

- Agrees to the partnership
- Uses their existing UserIDs to download the building
- Performs the inspection and uploads it, reviewing for grammatical accuracy
- The user who scans the barcode, thereby generating the report, is charged for the scans



Requesting a Partnership - Primary Partner Action

BuildingReports requires a written request from both partners to link databases. Email will suffice. Once you have chosen a partner, send an email to **MemberServices@BuildingReports.com** from a manager within your organization, specifically requesting a partnership with the other company. Be sure to include the following information:

- 1) A statement such as, "We request a partnership with *(your subcontractor's organization name)*."
- 2) The contact information for your subcontractor's manager, including their name, duty title, phone number and email address
- 3) The contact information for your organization's manager, including their name, duty title, phone number and email address

Requesting a Partnership - Secondary Partner Action

BuildingReports also requires an email from a manager at your subcontractor's organization, specifically agreeing to a partnership with your organization. Be sure to include the following information:

- 1) A statement such as, "We agree to a partnership with *(your primary partner's organization)*."
- 2) The contact information for your primary partner's manager, including their name, duty title, phone number and email address
- 3) The contact information for your organization's manager, including their name, duty title, phone number and email address



Creating the Partnership

Upon receipt of both requests, not before, BuildingReports will then:

- Create the partnership
- Notify your organization via email when ready
- Provide specific instructions to activate your partnership

Only Manager or Manager/Inspector user roles have privileges to access or maintain partnerships inside the primary partnership portal.



Activating the Partnership Online

Log in.

Select the **Accounts** navigation button.

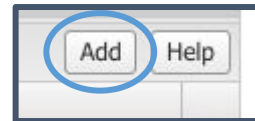
Click on the **Partnerships** tab to bring up **Partnerships Settings**.



Org ID	Organization Name	City
1104	XYZ Fire & Sprinkler Company	Atlanta
2040	Als Demo Fire Protection Co.	Suwanee
1235	BuildingReports Demonstratio...	Suwanee
1435	BuildingReports - Member Ser...	Urbandale

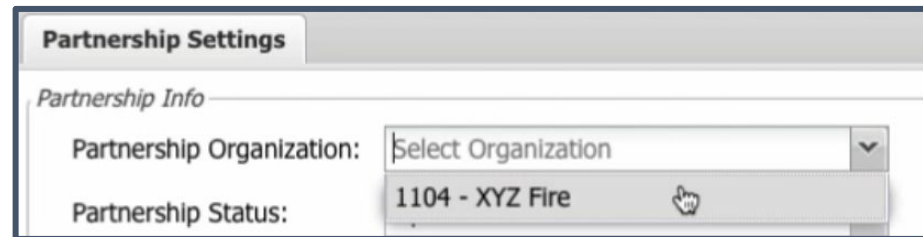


Select the **Add** button.



Click on the dropdown arrow for **Partnership Organization**.

Select the organization you chose to partner with.





Partnership Info

To start, you must select **Open** for **Partnership Status**. You can **Close** the partnership at any time and deny access to your data.

Application Access

Enable privileges you would like your secondary partner to access, or disable. To do so, check (or uncheck) the appropriate **ScanSeries** applications.

Synchronization Privileges

Integrate Data and **Extract Data** are used to upload and download inspections in WebConnector.

Inspection Report Privileges

Select any of the privileges you would like for your secondary partner to have access to.

- **View**
- **Modify** (or make changes as you currently do)
- **Distribute** (or send to an owner with a UserID)
- **Delete**
- **View Service Tickets** (if you have this feature)

Enable or disable these privileges as necessary.

Edit your selections at any time.

The screenshot shows the 'Edit Partnership' window with two tabs: 'Partnership Settings' and 'Building Access'. The 'Partnership Settings' tab is active, displaying the following sections:

- Partnership Info**: Partnership Organization: 1104 - XYZ Fire & Sprinkler Company; Partnership Status: Open (dropdown menu).
- Application Access**: Select the mobile device applications that this organization may access on your buildings. The following applications are listed with checkboxes: FireScan® (checked), SprinklerScan® (unchecked), HVACScan™ (unchecked), SecurityScan® (unchecked), SuppressionScan® (unchecked), and SafetyScan® (checked). BRForms™ is also listed but not checked.
- Synchronization Privileges**: A table with columns 'Enable', 'Disable', 'Privilege Name', and 'Privilege Description'. The 'Integrate Data' and 'Extract Data' privileges are both enabled (radio button selected under 'Enable').
- Inspection Report Privileges**: A table with columns 'Enable', 'Disable', 'Privilege Name', and 'Privilege Description'. The 'View Inspection Report', 'Modify Inspection Report', and 'View Service Tickets' privileges are enabled (radio button selected under 'Enable'). The 'Distribute Inspection Report' and 'Delete Inspection Report' privileges are disabled (radio button selected under 'Disable').

At the bottom right of the window are 'Close' and 'Save' buttons.



Next, select the **Building Access** tab.

By default, the **Show All** button is selected. However, once you check at least one box, the **Show Selected Buildings** button becomes available.

You can search for a building or scroll down to locate one, then check the boxes next to any buildings you want your partner to access.

Select **Save**.

You have now partnered with another BuildingReports.com member.

Edit Partnership

Partnership Settings **Building Access**

Search... ☒ Show All ☐ Show Selected Buildings Help

Building ID	Building Name	Created	
1015204	County Farmer's Market	06/15/2020	☐
1016188	Sleepytime B&B	06/19/2020	☐
1016190	Boundless RV Sales	06/19/2020	☐
1016191	Dixon Office Park - Bldg A	06/19/2020	☐
1016192	Dixon Office Park - Bldg B	06/19/2020	☐
1016193	Dixon Office Park - Bldg C	06/19/2020	☐
1016194	Dixon Office Park - Bldg D	06/19/2020	☐
1016354	Stone Mountain Resort	06/19/2020	☐
1016356	Duluth Train Station	06/19/2020	☐
1115167	Building C - Hangaia Hospital Healthcare System	04/19/2021	☐
1115170	Building B - Hangaia Hospital Healthcare System	04/19/2021	☐
1115172	Nuclear Science Building - Hangaia Hospital	04/19/2021	☐
1115175	Doctor's Offices - Hangaia Hospital Healthcare	04/19/2021	☐
1115177	Prenatal Care - Hangaia Hospital Healthcare	04/19/2021	☐
1115179	Admin Building - Hangaia Hospital Healthcare	04/19/2021	☐
1115181	Pharmacy - Hangaia Hospital Healthcare	04/19/2021	☐
1115183	Building A - Hangaia Hospital Healthcare	04/19/2021	☐
1115192	Emergency Room - Hangaia Hospital Healthcare	04/19/2021	☐
1115193	Women's Center - Hangaia Hospital Healthcare	04/19/2021	☐
1115194	Children's Center - Hangaia Hospital Healthcare	04/19/2021	☐
1140199	CoffeeShop Store #35438	07/16/2021	☐
1237573	Parking Deck - Coffee Shop	03/18/2022	☐
1549825	Admin Building - Hangaia Hospital Healthcare	11/07/2023	☐

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Close **Save**



Performing the Inspection

Remember to contact your secondary partner to let them know they can now perform the inspection.

The secondary partner will then log in in with their existing UserID to perform the inspection.

The secondary partner can then access information in your portal (**only** for which you have provided them access to):

- Download specific buildings
- Perform the inspection
- Send or upload inspections through WebConnector
- Login and view reports and make corrections
- Distribute reports to recipients who can already access the building
- View service tickets (only available if you already have access to this feature)



Managing the Partnership

Once you have the uploaded report in your portal, it is your choice as to whether or not to keep the partnership open or closed. If the secondary partner will perform additional inspections, you may choose to keep it open.

If, however, this was just a one-time inspection, you can close the partnership.

First, select the **Partnerships** tab within the **Accounts** main navigation page.

Then select the partnered company name.

From here there are two ways to close the partnership.

One way is by selecting **Closed** under the dropdown menu.

Org ID	Organization Name	City
1104	XYZ Fire & Sprinkler Company	Atlanta

Partnership Settings

Partnership Info

Partnership Organization: 1104 - XYZ Fire & Sprinkler Company

Partnership Status: Closed

Application Access

Select the mobile device applications that this organization may access or



Another way is by selecting the **Building Access** tab and deselecting the buildings.

Remember to select the **Save** button.

The screenshot shows the 'Edit Partnership' window with the 'Building Access' tab selected. The window contains a table of buildings with columns for Building ID, Building Name, and Created. The 'Building Access' tab is highlighted with a blue circle. A blue arrow points to the 'Save' button at the bottom right.

Building ID	Building Name	Created
1015204	County Farmer's Market	06/15/2020
1016188	Sleepytime B&B	06/19/2020
1016190	Boundless RV Sales	06/19/2020
1016191	Dixon Office Park - Bldg A	06/19/2020
1016192	Dixon Office Park - Bldg B	06/19/2020
1016193	Dixon Office Park - Bldg C	06/19/2020
1016194	Dixon Office Park - Bldg D	06/19/2020
1016354	Stone Mountain Resort	06/19/2020
1016356	Duluth Train Station	06/19/2020
1115167	Building C - Hangaia Hospital Healthcare System	04/19/2021
1115170	Building B - Hangaia Hospital Healthcare System	04/19/2021
1115172	Nuclear Science Building - Hangaia Hospital	04/19/2021
1115175	Doctor's Offices - Hangaia Hospital Healthcare	04/19/2021
1115177	Prenatal Care - Hangaia Hospital Healthcare	04/19/2021
1115179	Admin Building - Hangaia Hospital Healthcare	04/19/2021
1115181	Pharmacy - Hangaia Hospital Healthcare	04/19/2021
1115183	Building A - Hangaia Hospital Healthcare	04/19/2021
1115192	Emergency Room - Hangaia Hospital Healthcare	04/19/2021
1115193	Women's Center - Hangaia Hospital Healthcare	04/19/2021
1115194	Children's Center - Hangaia Hospital Healthcare	04/19/2021
1140199	CoffeeShop Store #35438	07/16/2021
1237573	Parking Deck - Coffee Shop	03/18/2022
1549825	Admin Building - Hangaia Hospital Healthcare	11/07/2023



Two-Way Partnerships

Within Multi-Branch Companies

A **two-way partnership** can be created if you are part of a multi-branch company and need to share information between your main office or national accounts and another branch office, or you loan technicians to another branch for inspections.

BuildingReports.com requires a written request from a manager to create a two-way partnership.

A **Portal Selection** feature exists, which provides multi-portal admin access with just one login, but only within a multi-branch company.

Between Two Individual Companies

- Whoever has the contract creates the building.
- Whoever creates the building allows the other company access.
- Management and control are very important in keeping the buildings organized.

Access to Custom Report Formats and Features

A secondary partner does not have access to the same custom formats or features that a primary partner does.

As an example, the primary may have almost every available format for healthcare but unless the secondary partner also has that format, the secondary cannot view their report in that particular format.

Secondary partner reports **are** made available to the primary partner, but not the other way around.



Support & Resources

Technical Support

Support Hours

Monday - Friday 8:00AM to 5:00PM Eastern
time After hours support from 5:00PM to
8:00PM And on Weekends (leave a message)

Phone

(770) 495-1993 Option 2

Email

memberservices@buildingreports.com

Additional Resources

BuildingReports

www.buildingreports.com

See Download section for additional
resources

Main Office/Repair Center

BuildingReports

1325 Satellite Blvd. NW, Suite 1607

Suwanee, GA 30024