

## WELCOME TO BUILDINGLINK

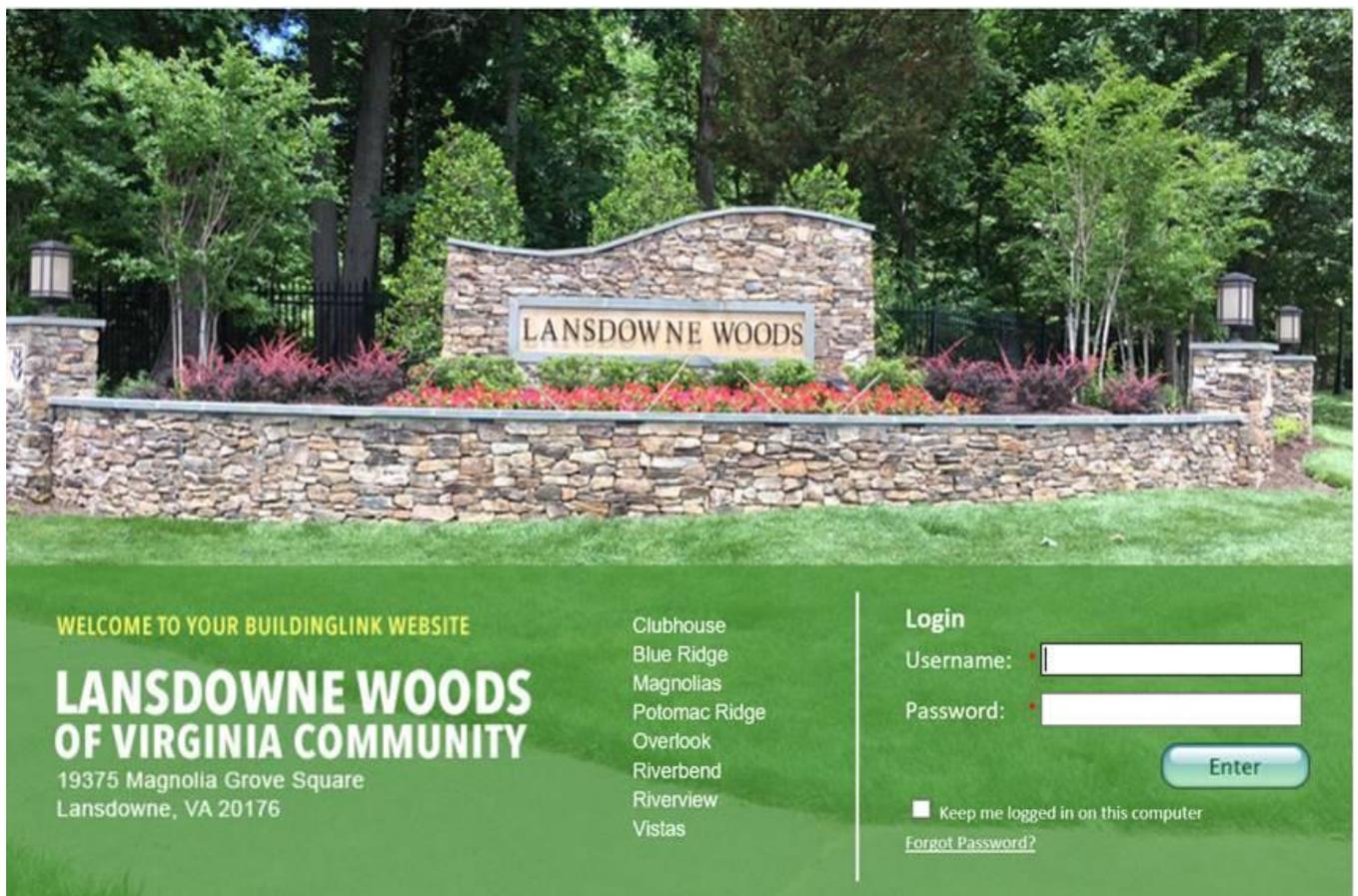
Once your information has been setup in BuildingLink (by Management) you will receive an email with your Username and Password. You will need to login and review your information and make any changes if needed. It is very important to make sure you under the **"Profile"** tab that your **"Notifications"** tab options are setup for the way you want to receive communications from Management. You will receive communications regarding what is happening in the building as well as alerts to anything that affects your Unit. To login and begin to use BuildingLink open your Internet browser and go to <http://www.LWVACommunity.com> and login using your username and password. **If you would feel more comfortable having Management go through this with you just let us know and we can schedule a time to do so.**

Once you have logged in, you can click on the "My Profile" button at the top right of the screen to change your password or to change any of the preferences that control how BuildingLink will work for you (emergency instructions, email notification preferences, etc.). Make sure that your correct email address is stored for you so that you can be reached successfully through the system. Please read each question carefully before selecting your answer. Also, note that you can change your options at any time. Since we are working with a single database, you will be able to see certain information from all the LWVA buildings.

iPhone and Android users can download the BuildingLink Resident App, so you will always have these services at your fingertips. Training on the Phone App will be done at separate time.

If you need help using BuildingLink or wish to submit a question to BuildingLink, log in and click on the "HELP" button at the top of your screen. For questions regarding your property that are not related to the website, please contact Management.

This is a new application for Lansdowne Woods and your patience and understanding will be appreciated during the next few months, as we learn this new application together. Once we have all made the transition, we are confident that you will find that BuildingLink will have greatly enhanced your communications with us and our communications with you.



The image shows a stone sign for Lansdowne Woods with a list of building names and a login form. The sign is set against a background of trees and a stone wall. The text on the sign includes:

**WELCOME TO YOUR BUILDINGLINK WEBSITE**

**LANSLOWNE WOODS OF VIRGINIA COMMUNITY**

19375 Magnolia Grove Square  
Lansdowne, VA 20176

Clubhouse  
Blue Ridge  
Magnolias  
Potomac Ridge  
Overlook  
Riverbend  
Riverview  
Vistas

**Login**

Username:

Password:

Keep me logged in on this computer

[Forgot Password?](#)

# **BUILDINGLINK TRAINING**

## **TABLE OF CONTENTS**

### **Create or Update your BuildingLink Profile:**

- Name & Contact Info Screen
- Login & Password Screen
- Emergency Contact Info Screen
- Notifications Screen
- My Public Profile Screen
- Unit Info Screen
- Vehicles Screen
- Pet Registry Screen
- 

### **Resident Services Tab**

- My Repair Requests (NOT USING YET)
- My Permissions to Enter (through the LW gate)
- 

### **My Building Tab**

- Calendar & List View
- Building Contacts (Optional Way to send emails to management)
- Potomac Ridge Library Documents

### **Services & Offers Tab (More to come later)**

### **NeighborNet Tab**

- My NeighborNet Dashboard Tab
- My Neighbors Tab
- Bulletin Board Tab (to post things for sale, recommendations, etc.)
- My Public Profile Tab (how much personal info to share with others)
- Pet Park Tab (to view Pets that owners have included in the Pet Park)

Opening page that directs you to all the areas of BuildingLink. We will begin with "My Profile."

Waterstreet Towers

Language: English (United States)

Eugene Ross, Apt. 17D

My Profile Help Logout My Account

Home

Resident Services

My Repair Requests

My Front Desk Instructions

Amenity Reservations

Valet Request

Parking Permits

My Deliveries

Registered Apartment Keys

Payments

Announcements

Building Info

NeighborNet

Request Valet Service

My Repair Requests

My Deliveries

My Front Desk Instructions

Amenity Reservations

Communicate with Mgmt

Send Message to Board

Building Library

Calendar

Survey Questions

Staff Directory

Registered Apt. Keys

NeighborNet Dashboard

My Neighbors

Bulletin Board 18

My Public Profile

Pet Park

Bulletin Board Postings

## MY NAME/CONTACT INFO SCREEN

Note file folder tabs across the top. Each screen will be filled out sequentially or verified that the information is correct. Be sure to "SAVE" after editing.

Eugene Ross (Owner)

My Name / Contact Info Login & Password Emergency Contact Info Notifications My Public Profile Custom Fields Unit Info Vehicles Pe

Name and Contact Info

Update the contact info that your building management and staff can use when they need to reach you. When done, click on the "Save Contact Info" button.

First name: Eugene

Middle:

Last name: Ross

Home Phone Number:

Cell Phone: (917) 684-6655

Work Phone:

Fax:

Email: eugeneross@ross.com  
(Add semicolon (;) to separate addresses)

Should Building Staff be able to contact you via Text Message when necessary?  Yes  No

Do you want to be included in routine emails sent by Management and Staff to Residents?  Yes, Include me  No, I am Opting Out

Save Contact Info

## LOGIN & PASSWORD SCREEN

If the resident does not have their Login and Password, it will have to be reset by Management. They can change their password on this screen. Be sure to **“SAVE”** after editing. Make sure you tell them it is important for them to change their default password. You can also have your computer save your Username and Password so next time you open BuildingLink it will automatically allow you to login.

Eugene Ross (Owner)

My Name / Contact Info **Login & Password** Emergency Contact Info. Notifications My Public Profile Custom Fields Unit Info Vehicles Pet Registry

Login & Password

If you wish to change your login name and/or password, enter the new login and/or password here, and click on the "Save Login Info" button. (Note: Login names must be unique)

Login name:

Password:  [Change Password](#)

User type: Owner

Unit: 17D

Show 'Introduction for New Users' when logging in?  Yes  No

## EMERGENCY CONTACT INFO SCREEN

Make sure the information is accurate. If not you can edit it. A resident may have more than one emergency contact. Be sure to **“SAVE”** after editing.

Eugene Ross (Owner)

My Name / Contact Info Login & Password **Emergency Contact Info.** Notifications My Public Profile Custom Fields Unit Info Vehicles Pet Registry

Emergency Contact Information

Who should be contacted in the event of an emergency pertaining to you? When you are done updating this info, click on the "Save Emergency Contact Info" button.

Emergency Contact information:

Characters Remaining: [739]

## NOTIFICATIONS SCREEN

Please make sure you read every question carefully. Be sure to **“SAVE NOTIFICATION PREFERENCES”** when you are done. If the Resident chooses to have communication via paper, please select that on the Resident Information Form they filled out.

Eugene Ross (Owner)

My Name / Contact Info | Login & Password | Emergency Contact Info. | **Notifications** | My Public Profile | Custom Fields | Unit Info | Vehicles | Pet Registry

Choose which notifications you wish to receive. When done, click on the "Save Notification Preferences" button.

### My Notification Settings

Options: Email Notifications will be sent to: \* Email messages will NOT be sent. You do not have an email address on file. [Change](#)

SMS Text Messages will be sent to: (917) 684-6655 [Change](#)

Voice Messages will be sent to: \* Voice messages will NOT be sent. You do not have a home phone number on file. [Change](#)

### Notifications from Management

Restore Default Settings /  Unsubscribe from this Section

Recommendation: Leave these on! These will keep you in sync with things your management needs you to know.

Do you want to be notified when ...

- ... a key to your unit has been removed/returned to the KeyLink system?  Yes  Email  SMS Text Message
- ... an action is taken on your open Maintenance Requests?  Yes  Email
- ... a new survey question is posted by Management?  Yes  Email
- ... a new event is recorded for your unit? (i.e. Packages, Deliveries, Pickups)  Yes  Email  SMS Text Message  Voice Message (sent to Home #)

### Resident-to-Resident Communications

Restore Default Settings /  Unsubscribe from this Section

Recommendation: Leave these on! Turn them off if they get annoying.

Do you want to be notified when ...

- ... a new post is added to the Resident Bulletin Board?  Yes  Email
- ... someone in your building sends you a NeighborNet Friend Request?  Yes  Email

[Save Notification Preferences](#)

Notifications will be sent to the email address and phone number saved to your profile.

Choose the notifications you'd like to receive.

## MY PUBLIC PROFILE SCREEN

The **Public Profile** and **My Neighbors** section of NeighborNet allows you to list information about yourself for other residents to see. If this option is enabled for your building, your information will **NOT** be viewable by other residents unless your public profile is active; if you don't wish to activate your public profile, you can opt out. If you update it be sure to press **“SAVE”**.

Edit My Public Profile

[Cancel](#) [Save My Public Profile](#)

### My Public Profile

**Your Public Profile is Active**  
The information you've entered into your Public Profile below will be visible to other residents. [Deactivate My Public Profile](#)

#### 1 My Name in the Public Profile

How would you like to display your name to your **Friends** in your Building?  Eugene Ross

How would you like to display your name to your **other neighbors in your building**?  Eugene Ross

Would you like to display your unit number?  Yes  No Apt. 17D

#### 2 Profile Photo



Show to:  No One

[Upload photo](#)

#### 3 Contact Information

Show to:  No One

Email Address:

Home Phone:

Cell Phone:

Work Phone:

Instant Messenger:

#### 4 More About Me

Show to:  No One

Gender:

Relationship Status:

Birth Date:

My Hometown:

## UNIT INFO SCREEN

Review the information if needed. Note the “Alternative Mailing Address” is used when the Unit is rented, and this would contain the Owners address. If the resident has another address that they stay at for portions of the year, they can put that address in this section. They need to make sure that the office knows when to use that address. Be sure to press “SAVE” after making any updates.

**Unit Info**

This page shows additional information pertaining to your Unit.

Basic Unit Info	
Physical Unit	Unit 0000PR 0000PR
Floor	Lobby Level
Line	
Unit Label and Number	Unit 0000PR 0000PR
Family Name/Company Name	DuPuis / Wallace
Allow Sub Tenants for this Unit	No

**Additional Unit Info:**

Location: Potomac Ridge

**Other Emergency Contact Info:**

In an emergency, who else has a key: Office

**Alternate Mailing Address:**

Name: Carol DuPuis  
Address Line 1: 19365 Cypress Ridge Terrace  
Address Line 2: Office  
City: Lansdowne

## VEHICLES SCREEN

It is **important** that all the fields be filled except the “Location” field which will be filled in by the office. Be sure to “SAVE” after updating the information.

**Edit Vehicle**

Color: Silver  
Year: 2017  
Make: Hyundai  
Model: Santa Fe Sport  
License: 123456  
State: United States | Virginia  
Comment: Employee parked in backlot

Save Cancel

Color	Year
Silver	2017

## PET REGISTRY SCREEN

This screen is used **only** if you have pets and **must** be filled out. In the **“About”** field make sure you list the pet’s county license number. If you want your pet to be in the **“Pet Park”** (the Pet Park allows you to view and share information about Pets in all buildings) you can check that option when you are adding your pet. Be sure to **“SAVE”** after you have updated the information.

The screenshot shows the 'Add New Pet' form in the BuildingLink 2.0 interface. The form is titled 'Add New Pet' and includes the following fields and options:

- Name: [Text Field]
- Type: [Dropdown Menu]
- Breed: [Text Field]
- Owner: Carol DuPuis -Unit 0000PR 0000PR
- My Pet's Photo: Upload a photo: (optional) Supported types: .jpg, .bmp, .jpeg, .png, .gif
- My Pet's Birth Date: [Date Picker]
- My Pet's Weight: [Text Field]
- Is My Pet Vaccinated: [Radio Buttons: Yes, No]
- My Pet's Vaccination Date: [Date Picker]
- About: Characters Remaining: [500]
- Add your Pet to the Pet Park? (checkbox) Pet Park allows you to view and share information about Pets in your Building. Other Residents will be able to view this Pet's Profile.

The 'Save' and 'Cancel' buttons at the bottom of the form are circled in red.

Your Profile has now been completed. You may go back and change information as needed.

## RESIDENT SERVICES TAB

**MY REPAIR REQUESTS (IN-UNIT SERVICE REQUEST)** - Review this section to familiarize resident with process. Please remind them that at this time we are **not** using it but will soon. When using this screen and selecting the drop-down options make sure you choose in the Request Category: **PR IN UNIT SERVICE**.

The screenshot shows the 'Details: Request' form in the BuildingLink 2.0 interface. The form is titled 'Details: Request' and includes the following fields and options:

- Category: [Dropdown Menu] (PR IN UNIT SERVICE is circled in red)
- Problem Description: [Text Field] (4,000 Characters Remaining)
- Urgency: [Radio Buttons: High, Low]
- Contact Phone Number: (H)703-431-4377 (W)703-723-9666 (C)703-431-4377
- Your Email Address(es) for Notifications: thedupuis@house@aol.com
- Additional Email Address(es) (optional): [Text Field]
- Permission to Enter?: [Radio Buttons: Yes, No]
- Entry Instructions: [Text Field] (900 Characters Remaining)
- Include Photos with this request: + Add Photo

The 'Send' and 'Cancel' buttons at the bottom of the form are visible.

**Then select a Sub-Category example: PR Bathroom sink and put details in the Problem Description Field.**

The screenshot shows the 'Details: Request' form in the BuildingLink system. The 'Category' dropdown menu is highlighted with a red circle and contains the selected option 'PR Bathroom Sink IUS'. Below it, the 'Problem Description' field contains the text 'Master Bathroom sink will not drain'. Other fields include 'Urgency' (set to High), 'Contact Phone Number', 'Your Email Address(es) for Notifications', 'Additional Email Address(es) (optional)', 'Permission to Enter?' (set to Yes), and 'Entry Instructions'. There are 'Send' and 'Cancel' buttons at the bottom of the form.



We will notify all residents when the “My Repair Request” tab is active. Instructions will be emailed out to each resident so they have a good understanding of how this process will work. This process will include a computer-generated invoice once the work order is completed. Thus, helping to eliminate paper and will also allow residents to see the status of their work order.

Residents who do not have a computer will be able to send an email, stop by or call the office to request a work order.

We do want to emphasize that once the “My Repair Request” is active those who have computers will need to put their requests through BuildingLink.

## RESIDENT SERVICES TAB

**MY PERMISSIONS TO ENTER** – You must enter permissions one person at a time. This is used primarily by the Gatehouse. If you have a family member, guest, contractor/repairperson or delivery coming to your unit they can look it up on the screen. This is used for one-time visitors as well as extended visitors. Make sure you choose an expiration date. There are 4 options they are:

**Do Not Allow on Campus** – used only if there is someone you do not want allowed on campus.

**Vendor (Security)** – This is used for delivery companies, repairpersons, contractors, any **Commercial** entity coming to your unit.

**Guest – Family or Friends (Security)** – Make sure you put an expiration date.

**Vacation Management** – We are **NOT** using this option. Please fill out the Resident Vacation Form and/or stop by the office know when you will be out of town.

The screenshot shows the 'My Permissions To Enter' page in the BuildingLink system. The user is Carol DuPuis, Unit 0000PR 0000PR. The page has a sidebar with navigation options like Home, Resident Services, My Repair Requests, My Permissions To Enter (selected), Amenity Reservations, My Deliveries, My Building, Services & Offers, and NeighborNet. The main content area shows a table of open permissions:

Photo	Effective Date	Permissions	Expires On	Details
	7/17/19	Spencer DuPuis (son)	No expiration date	<a href="#">Edit/View Details</a>
	7/17/19	Friday, October 25, 2019	No expiration date	<a href="#">Edit/View Details</a>

**\*If you have given the gate a list of names of family, friends etc... that already have parking passes issued to come to your Unit, you will still need to put their names in BuildingLink/Permission to Enter. It is imperative that this data be in BuildingLink as this is what the gate will be using when family comes to visit you.**

**The Amenity and My Deliveries tabs are not be used at this time by Potomac Ridge.**

# MY BUILDING TAB

**CALENDAR** – To clear all calendar views select “Clear All”. Then you can select the one(s) you would like to view. You may select which month you want to view, and you may view it as a monthly calendar or a list.

**Building Calendar**

Building Calendar (Monthly View)

Legend: Blue Ridge, CH Activities/Trips, CH Fitness, CH Meetings, Magnolias, Overlook, **Potomac Ridge**, Riverbend, Riverview

GO TO Today: 9/17/2019

September 2019

Monthly view | List view

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Sep 4:00PM-8:31-6:00PM CH Family Table Tennis	2 ALL DAY BR MGMT Office is Closed	3 7:30AM-8:30AM BR Koffee Klatch	4 7:30AM-8:30AM BR Koffee Klatch	5 4:00AM-6:00PM BR Gourmet Club Wine Tasting	6 7:30AM-8:30AM BR Koffee Klatch	7 7:30AM-8:30AM BR Koffee Klatch
9:30AM-12:45PM CH LWVA Galilee UMC Community Church Service	7:30AM-8:30AM BR Koffee Klatch	9:00AM-10:00AM RV Coffee	8:30AM-10:00AM RB Coffee & Conversation	7:30AM-8:30AM BR Koffee Klatch	8:45AM-9:45AM CH Floor Yoga	9:30AM-10:30AM CH HIIT High Intensity Interval Training
2:00PM-7:30PM CH Carol Burnett Show Video Binge	8:45AM-9:45AM CH Floor Yoga	9:30AM-11:00AM CH Instrumental Ensemble	8:45AM-9:45AM CH Floor Yoga	8:30AM-9:30AM MG Coffee with the Neighbors	9:00AM-9:45AM CH E-Z Does It Aquatics	10:30AM-11:30AM CH Balance, Gait & Strength
4:00PM-5:00PM CH Catholic Rosary Service	9:00AM-9:30AM PR Qigong	10:00AM-12:00PM PR BOARD OF DIRECTORS MEETING	9:00AM-9:30AM PR Qigong	8:30AM-9:30AM CH Tai Chi	9:00AM-9:30AM PR Qigong	11:45AM-1:00PM RV Saturday Lunch at Crossroads
6:30PM-9:00PM Duplicate Bridge	10:00AM-12:00PM CH Drama Troupe Rehearsal	10:00AM-12:00PM CH Pottery Club	9:30AM-10:30AM CH Drama Troupe Rehearsal	8:30AM-11:00AM BR Gourmet Club Business Meeting	9:30AM-10:00AM BR Communications	1:00PM-2:00PM BR Beginner Table Tennis
10:00AM-11:00AM RV Knit/Crochet	10:00AM-12:00PM CH Galilee UMC Bible Study	10:00AM-11:15AM CH Galilee UMC Bible Study	10:00AM-11:00AM MG BOD Meeting	10:00AM-11:00AM MG Communications Committee Meeting	10:00AM-12:00PM PR Current Events	2:00PM-4:00PM CH Intermediate Table Tennis
10:00AM-11:00AM CH Cardio, Strength & Stretch	10:00AM-11:00AM CH Cardio Mix	10:00AM-11:00AM CH Cardio Mix	10:00AM-11:00AM CH Cardio, Strength & Stretch	10:00AM-11:00AM CH Cardio Mix	10:00AM-12:00PM CH Drama Troupe Rehearsal	2:00PM-3:00PM CH Table Tennis Club
10:00AM-11:00AM	10:30AM-12:00PM	10:30AM-12:00PM	10:30AM-12:00PM	10:30AM-12:00PM	10:00AM-12:00PM	4:00PM-9:7-5:00PM

# CALENDAR LIST VIEW

**Building Calendar**

Building Events Calendar (List View)

Legend: Blue Ridge, CH Activities/Trips, CH Fitness, CH Meetings, Magnolias, Overlook, **Potomac Ridge**, Riverbend, Riverview

Fri 9/20/19 - Mon 10/21/19

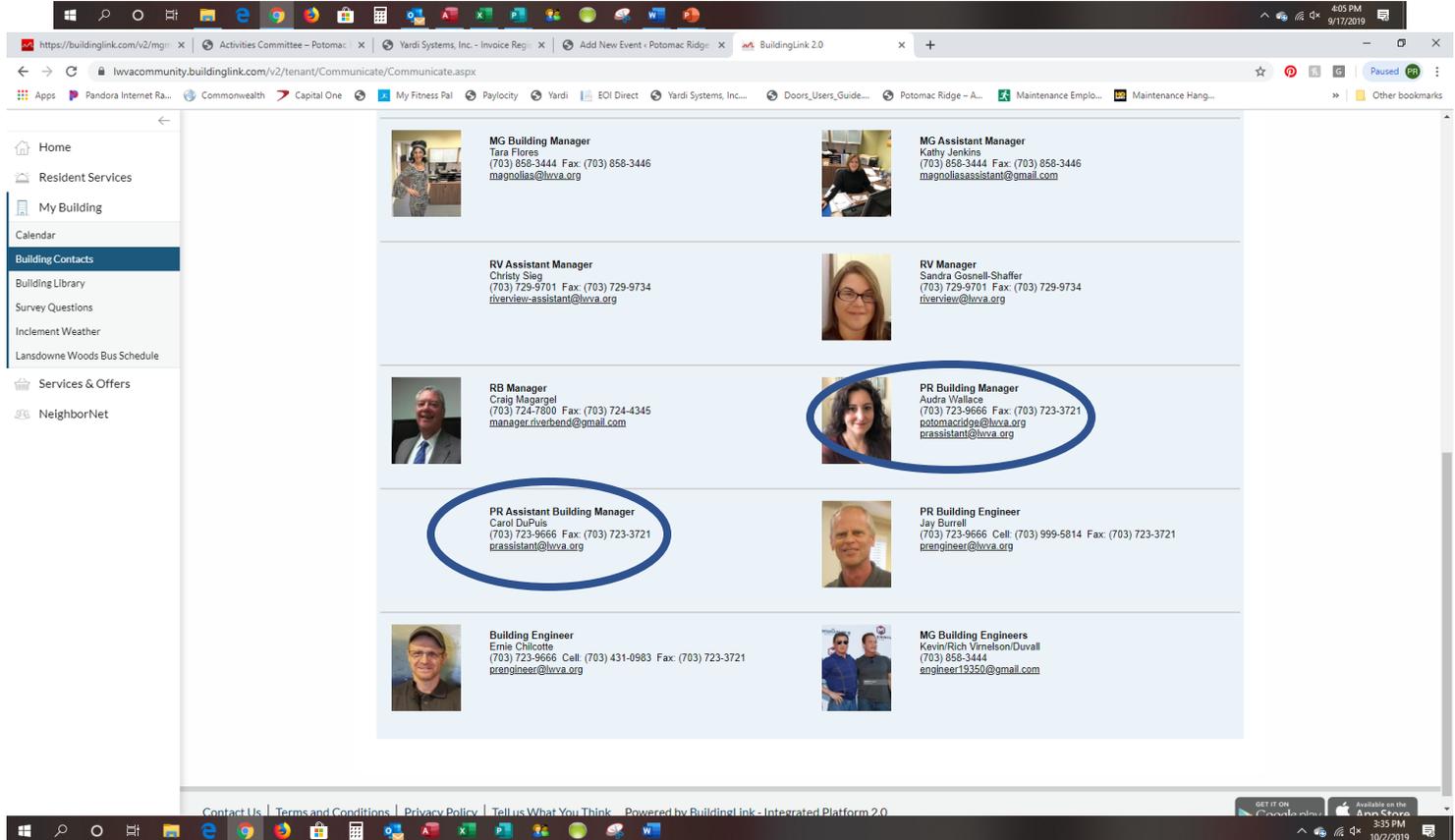
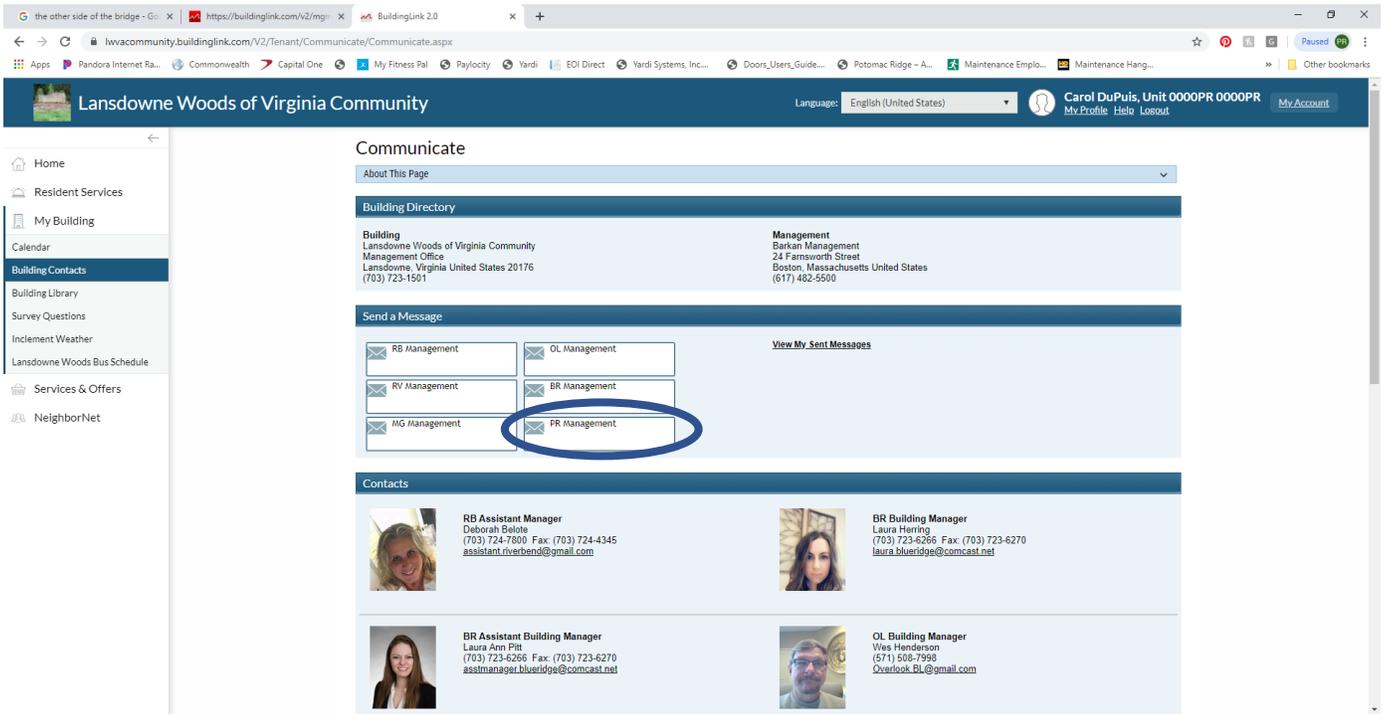
Monthly view | List view

Show: Today | 1 Week | 1 Month | Date Range: From: 9/20/2019 To: 10/20/2019

Date	Event
20 FRIDAY	9 AM - 9:30 AM PR Qigong
	10 AM - 12 PM PR Current Events
	12 PM - 12:45 PM PR Chair Yoga
	5 PM - 7:30 PM PR Social Hour
21 SATURDAY	7 PM - 9:30 PM Bridge
22 SUNDAY	12 PM - 2 PM Brunch Bunch at Crossroads
	2 PM - 4 PM POTOMAC RIDGE PIONEER RECEPTION
23 MONDAY	9 AM - 9:30 AM PR Qigong
	10 AM - 11:30 AM PR COVENANTS COMMITTEE MEETING
	1 PM - 2:30 PM PR COMMUNICATIONS COMMITTEE MEETING
	6 PM - 8:30 PM Mix & Mingle
24 TUESDAY	10 AM - 11 AM PR Fall Prevention Awareness Seminar
	1 PM - 3 PM Potomac Ridge Party Room
	3:30 PM - 4:15 PM PR Needles & Hooks
	7 PM - 10 PM PR Chair Yoga
	7 PM - 10 PM Poker
25 WEDNESDAY	7:30 AM - 9 AM Coffee with Friends
	7:30 AM - 8:30 AM PR Walkers Club
	9 AM - 9:30 AM PR Qigong
	10:30 AM - 12 PM PR Bible Study
	2 PM - 2:45 PM PR Balance, Gait & Strength
	7 PM - 9 PM PR Game Night
26 THURSDAY	10 AM - 12 PM PR BUDGET & FINANCE COMMITTEE MEETING
	1:30 PM - 3 PM PR Afternoon Bridge
27 FRIDAY	9 AM - 9:30 AM PR Qigong
	10 AM - 12 PM PR Current Events
	12 PM - 12:45 PM PR Chair Yoga

# MY BUILDING TAB

**BUILDING CONTACTS TAB IS USED TO SEND EMAIL TO MANAGEMENT** – To send the Management Office an email select “PR Management”. You do not have to use this to send email if you already have Management email addresses in your computer’s email. This is just another option.



# POTOMAC RIDGE LIBRARY DOCUMENTS

The screenshot shows the BuildingLink 2.0 dashboard. The user is logged in as Carol DuPuis, Unit 0000PR 0000PR. The dashboard includes sections for Announcements, Building Info, NeighborNet, and Local Links. The 'Building Info' section contains various utility links, with 'Potomac Ridge Library Documents' highlighted by a blue circle. The 'Local Links' section features icons for GrubHub.com, Restaurants, Schools, Parks, Movies, Shopping, Groceries, Fitness, Coffee, and Leesburg, VA.

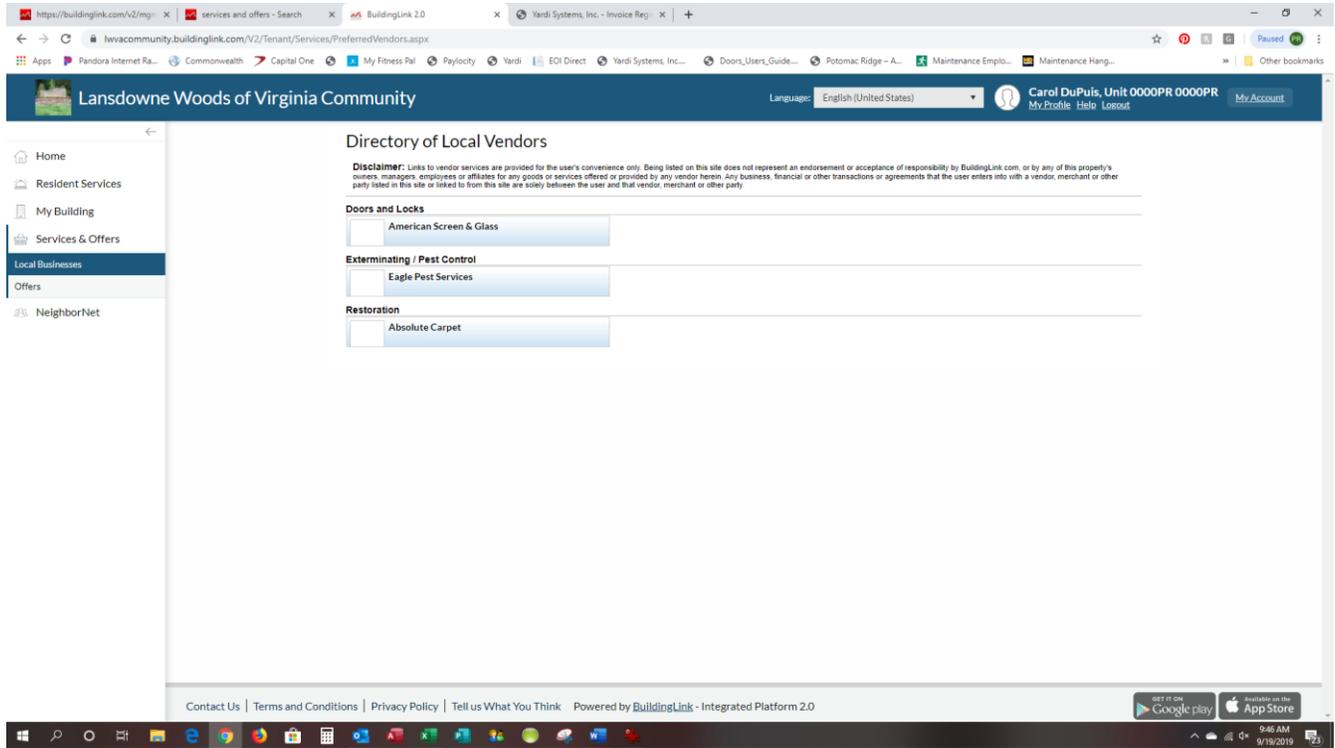
In the Potomac Ridge Library Documents tab, you will find documents that pertain mostly to our building. Some documents could be pertaining to an issue we have in the building. Other documents could be memos that we send out to residents regarding things like the schedule for when M.E. Flow is here for furnace inspections, window washing and screen removal etc.... We will have different sub-categories that will make it easier for you to find the documents.

The screenshot shows the 'Building Library' page for 'Potomac Ridge Library Documents'. The page is organized into sections: 'About This Page', 'Documents specific for Unit 0000PR 0000PR', 'Recently Posted/Revised Documents', and 'Library Documents By Category'. The 'Library Documents By Category' section is expanded to show a list of documents with columns for Document Name, Date Posted, and Last Revised On.

Document Name	Date Posted	Last Revised On
<b>Current Notices/ Info (2)</b>		
LWVA Events-Trips_Calendar	1/11/19	
LWVA Health and Fitness	1/11/19	
<b>Forms (5) (1 Sub-Category)</b>		
<b>Inclement Weather Policy (1)</b>		
<b>Potomac Ridge Library Documents (2)</b>		
Condo Insurance Changes - Town Hall Meeting Monday, January 6, at 6:00 PM in our Party Room	12/24/19	
Important Insurance Information (important)	12/19/19	

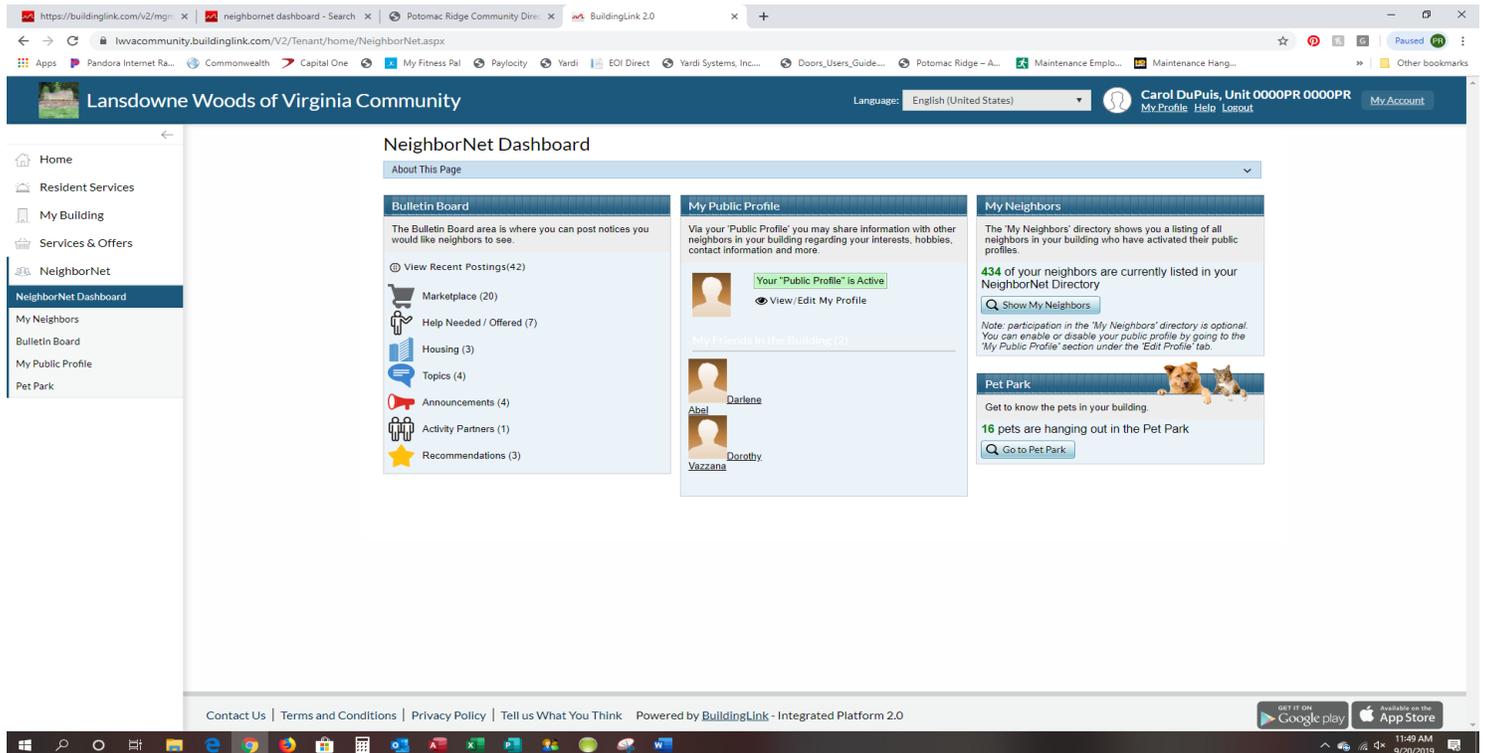
# SERVICES AND OFFERS TAB

**LOCAL BUSINESSES-** Directory of Local Vendors displays vendors that Lansdowne Woods residents have used and recommended. The **Offers** tab is not available at this time.



# NEIGHBORNET TAB

**MY NEIGHBORNET DASHBOARD TAB** - Gives you an overview on the tabs. You can use the dashboard to move around the drop-down tabs on the left.



## NEIGHBORNET TAB

**MY NEIGHBORS TAB** - On the "My Neighbors" screen, you'll be able to view a directory of all residents who have created a Public Profile. If you know a resident in the directory, you can click **Add as a Friend** to mark that resident as a friend, they in turn will receive an email with your request and can approve it. Depending on the settings in that person's profile, you may be able to see more information about the resident once he/she confirms you as a friend. And, depending on the settings in your profile, that person may be able to see more about you once you add him/her as a friend. You can sort by Last Name, First Name or Unit Number.

The screenshot shows the 'My Neighbors' page in the BuildingLink 2.0 interface. The page title is 'My Neighbors' and it includes a search bar and filters. The 'Sort by' dropdown menu is highlighted with a red circle. Below the filters, there is a table of neighbors. The first neighbor, John M. Abbott, is highlighted with a red circle and a '+ Add as a Friend' button. Other neighbors listed include Darlene Abel, Helen Abernathy, B. Hakkil Adam, and Unit 511RV.

**BULLETIN BOARD TAB** - This tab allows the resident to communicate with other residents by posting on a variety of different topics. You can list items for sale, ask for recommendations for doctors, contractors etc.... A resident also can reply to other resident posts by clicking on the post and adding a comment. When a resident adds a post the Management Office will have to approve it before it will post for residents to see.

The screenshot shows the 'Bulletin Board' page in the BuildingLink 2.0 interface. The page title is 'Bulletin Board' and it includes a search bar and a '+ Add New Post' button. The '+ Add New Post' button is highlighted with a red circle. Below the button, there is a table of recent postings. The first posting is 'Driver for Friday (Price: 20) OTHER (FOR SALE)'. Other postings include 'SOLID CHERRY TWIN BED FRAMES (2) (Price: \$50.00 each) HOME FURNISHINGS (FOR SALE)', 'Custom Valances for Sliding Glass Doors (Price: \$50) HOME FURNISHINGS (FOR SALE)', 'Shoulder Replacement HEALTH / MEDICAL', 'FOR SALE - Drive 3 Wheel Rollator (walker) (Price: \$60.00) HOME FURNISHINGS (FOR SALE)', 'Dickens Keepsake Porcelain Lighted Houses (Price: 100) OTHER ITEMS (FOR SALE)', 'FREE Side-by-Side Fridge Black (Price: FREE) OTHER ITEMS (FOR SALE)', 'Recommendation for Cleaning Service? SERVICE PROVIDERS', 'FREE Drive Walker (Price: \$0.00) OTHER ITEMS (FOR SALE)', and 'Sony BDPS1500 Blu-ray Player with remote and 10' ethernet cable (Price: \$40) ELECTRONICS (FOR SALE)'.

## NEIGHBORNET TAB

**MY PUBLIC PROFILE TAB** - allows you to list information about yourself for other residents to see on *My Neighbors*. Your information will NOT be viewable by other residents unless your public profile is active; if you don't wish to activate your public profile, you'll be given the option to opt-out.

If your profile is inactive, click on the green *Activate My Public Profile* button. You'll be taken directly to the "Edit My Public Profile" page, where you can choose which information you'll display in your public profile.

On the "Edit My Public Profile" screen, enter as much or as little information about yourself as you'd like and decide who can see each piece of information (No One, Everyone in the Building, or Friends Only). Make sure to click **Save My Public Profile** when you're done.

Sheila Simpson's Public Profile [✎ Edit My Public Profile](#)

---

**Profile**



**Contact Info:**  
Name: **Sheila Simpson**

---

[✕ Cancel](#) [💾 Save My Public Profile](#)

**My Public Profile**



**Your Public Profile is Active**  
The information you've entered into your Public Profile below will be visible to other residents.

[✕ Deactivate My Public Profile](#)

**1 My Name in the Public Profile**

How would you like to display your name to your **Friends** in your Building?  Sheila Simpson

How would you like to display your name to your **other neighbors in your building**?  Sheila Simpson

Would you like to display your unit number?  Yes  No

**2 Profile Photo** **3 Contact Information** Show to:



Show to:

[📁 Upload photo](#)

Email Address:

Home Phone:

Cell Phone:

Work Phone:

Instant Messenger:

**4 More About Me** Show to:

Gender:

Relationship Status:

Birth Date:

My Hometown:

Schools I attend(ed):

More About Me:

## NEIGHBORNET TAB

**PET PARK TAB** - Residents can post pictures and bios of their pets and view other pets in all the buildings in the Lansdowne Woods Community. If you find a lost puppy in the courtyard and need to identify its owner, the Pet Park is the place to go! There is also a Pet Forum area where you can start conversations with other pet owners. Note: this is separate from the *PET REGISTRY* that is in your profile. The Pet Park is optional. You can select to have your pet automatically put in the Pet Park when you are filling out the Pet Registry.

The screenshot shows the 'Pet Park' section of the website. An 'Add New Pet' modal form is open, displaying fields for Name, Type, Breed, Owner (Carol DuPuis, Unit 0000PR 0000PR), My Pet's Photo (with an upload button), My Pet's Birth Date, My Pet's Weight, Is My Pet Vaccinated (radio buttons for Yes/No), My Pet's Vaccination Date, and an About field. A checkbox option is present: 'Add your Pet to the Pet Registry? The Pet Registry is your Building's Registry of all Pets. By adding your Pet to the Pet Registry, Management will be able to review and approve this profile as an official record of the Building. AddPetProfile.aspx'. In the background, a table lists existing pets: Maggie (Dog), Malaki (Cat, breed: Selkirk Rex), and Cupcake (Cat, breed: part siamese).

## VIEW OF PET PARK

The screenshot shows the 'Pet Park' view with a table of pets. The table has columns for Pet, Info, and Additional Comments. The data is as follows:

Pet	Info	Additional Comments
 Maggie	Pet Type: Dog Breed: Terrier Owner: John Kelly Unit 320RB Birth Date: 1/1/16	
 Malaki	Pet Type: Cat Breed: Selkirk Rex Owner: Jack Kelly Unit 320RB Birth Date: 1/10/05	Malaki is a full-blooded Selkirk Rex. We found him at the Fort Lauderdale Humane Society.
 Cupcake	Pet Type: Cat Breed: part siamese Owner: Ardis Moomey Unit1016RB Birth Date: 8/12/15	Sweet, playful, naughty