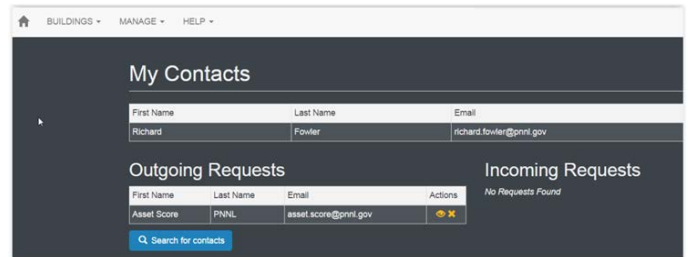


Asset Score Data Entry: Creating Contacts and Sharing Buildings

Building viewing and editing permissions may be shared among users from a list of approved Contacts. Follow the steps below to create Contacts and manage Building Shares.

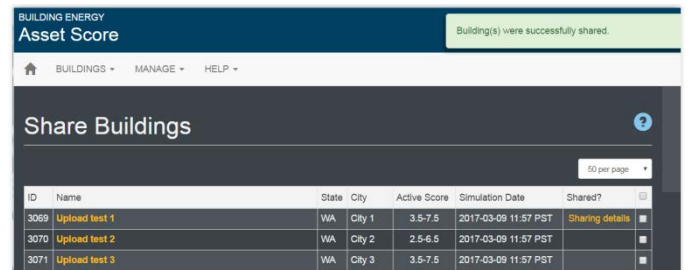
Create Contacts

- Select *Contacts* from the Manage pull down menu
- Select the blue *Search for contacts button*
- Search for a User by entering either the user's last name or email address*
- Select the green *Add Contacts* button to send an Outgoing Request
- Once the request has been approved, the contact will appear in the My Contacts table
- If an Asset Score user has sent you a Contact Request, it will appear in an Incoming Request table where you may either accept or ignore the request.



Create Building Shares

- Select *Building Shares* from the Manage pull down menu to display the Share Buildings table
- Check the building(s) you want to share, then the blue *Share* button
- Select the allowed editing permissions (Report Only, or Full Access) for the contact(s) you are sharing with, then the *Share Buildings* button.
- If a building has been shared, a 'Sharing details' link in the Shared? column will be present in the Share Buildings table.
- Selecting this link will display a list of users who have sharing access to the building on a Sharing Access page.



Sharing buildings with the Tune-Up Accelerator Program

Please share your buildings with the Tune-Up Accelerator Program account, so they may view building details and score reports. To share with the Accelerator Program, search for the email: ['accelerator@seattle.gov'](mailto:accelerator@seattle.gov), follow the instructions above to send them an outgoing contact request, and share your buildings when approved. Please also send a short email to accelerator@seattle.gov to let them know you are sharing a new building.