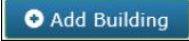

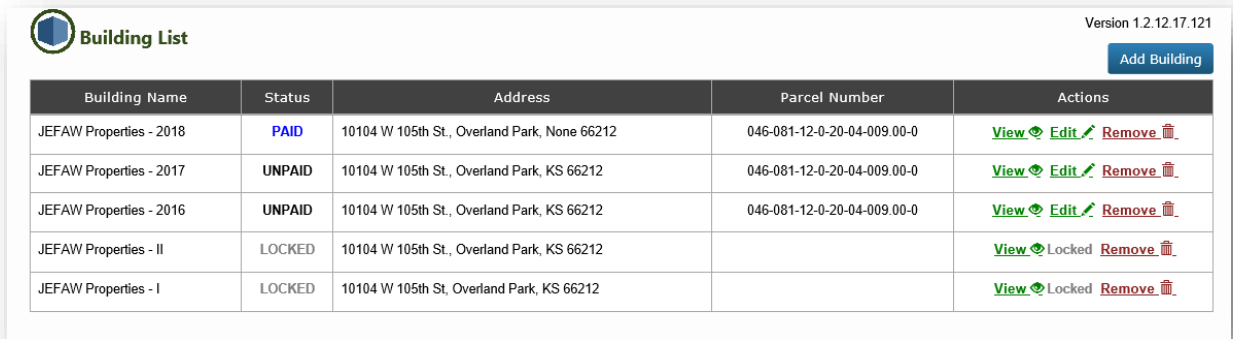



Step 1 - Add Building

1. If you have created buildings prior to this logon, you will be taken to the **Building List**. Click the  button to create a new building. Click  in the **Actions** column to change details on a building.

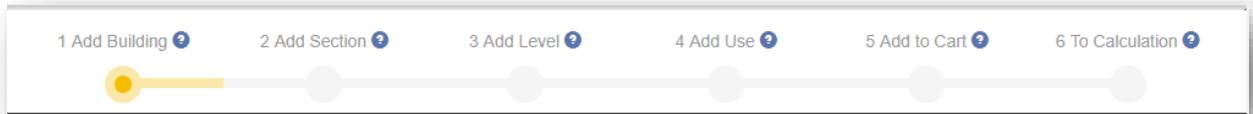


The screenshot shows the 'Building List' interface. At the top right, it says 'Version 1.2.12.17.121' and has an 'Add Building' button. Below is a table with columns: Building Name, Status, Address, Parcel Number, and Actions. The table contains five rows of building data.

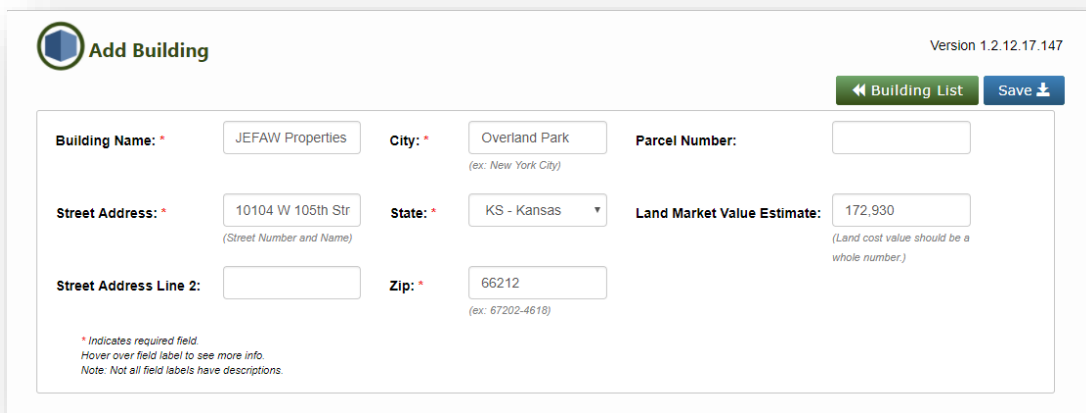
Building Name	Status	Address	Parcel Number	Actions
JEFAW Properties - 2018	PAID	10104 W 105th St., Overland Park, None 66212	046-081-12-0-20-04-009 00-0	View Edit Remove
JEFAW Properties - 2017	UNPAID	10104 W 105th St., Overland Park, KS 66212	046-081-12-0-20-04-009 00-0	View Edit Remove
JEFAW Properties - 2016	UNPAID	10104 W 105th St., Overland Park, KS 66212	046-081-12-0-20-04-009 00-0	View Edit Remove
JEFAW Properties - II	LOCKED	10104 W 105th St., Overland Park, KS 66212		View Locked Remove
JEFAW Properties - I	LOCKED	10104 W 105th St., Overland Park, KS 66212		View Locked Remove

2. If you have never created a building or you clicked the  button on the Building List screen, you will be taken to the Add Building form.

Note: The Progress Bar will help you know where you are in the process of entering a building:



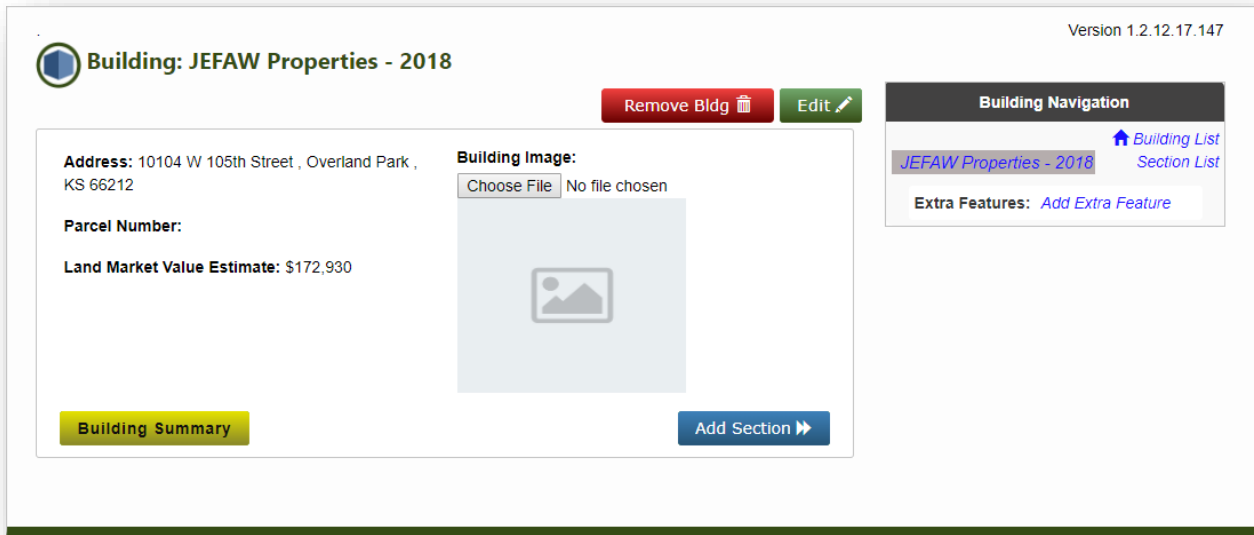
3. Complete the **Add Building** form:
 - Enter the data requested on the form. Note: the Building Name is a name that you assign to this building. The name will appear on the reports.
 - The red asterisks indicated required fields.
 - Mouse over the field labels for more information.



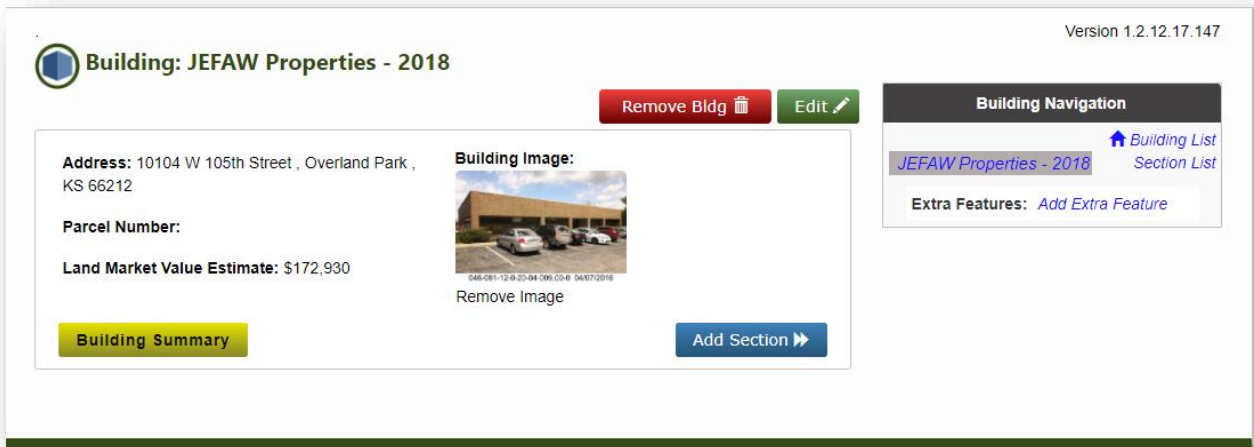
The screenshot shows the 'Add Building' form. At the top right, it says 'Version 1.2.12.17.147' and has buttons for 'Building List' and 'Save'. The form fields are: Building Name (JEFAW Properties), City (Overland Park), Parcel Number, Street Address (10104 W 105th Str), State (KS - Kansas), Land Market Value Estimate (172,930), Street Address Line 2, and Zip (66212). Red asterisks indicate required fields. A note at the bottom states: '* Indicates required field. Hover over field label to see more info. Note: Not all field labels have descriptions.'

- Click 

- 4. The building summary displays the building information entered and gives you an opportunity to upload a picture of the building (.png, .jpeg, .jpg, .jpe, .jfif, .gif, .tif). The picture is included on the reports.



- 5. Note the **Building Navigation Pane** on the right of this screen. Click the link to go to the **Building List** or the **Section List** for this building.



- 6. **Next Step:**