

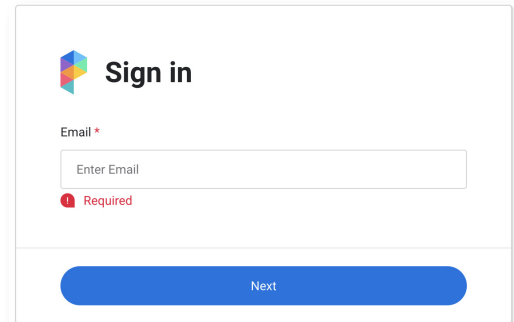
Getting Started with Prism

1. Your property administrator will send a Prism welcome email.

Bookmark the URL:

<https://connect.buildingengines.com/>

using your email and password.



Sign in

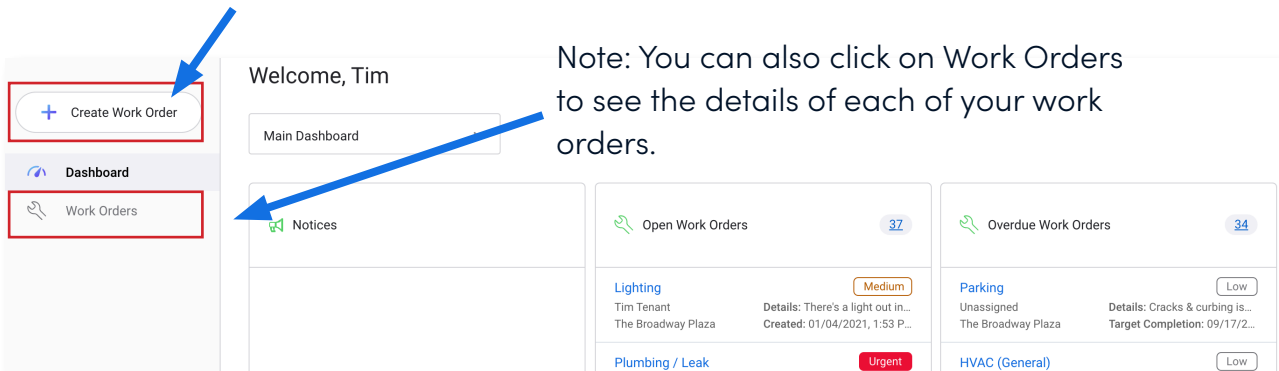
Email *

Enter Email

Required

Next

2. Arrive at the Dashboard. Review Work Orders and create them from this screen.



Welcome, Tim

Main Dashboard

Notices

Open Work Orders **37**

Overdue Work Orders **34**

Lighting
Tim Tenant
The Broadway Plaza
Details: There's a light out in...
Created: 01/04/2021, 1:53 P...
Medium

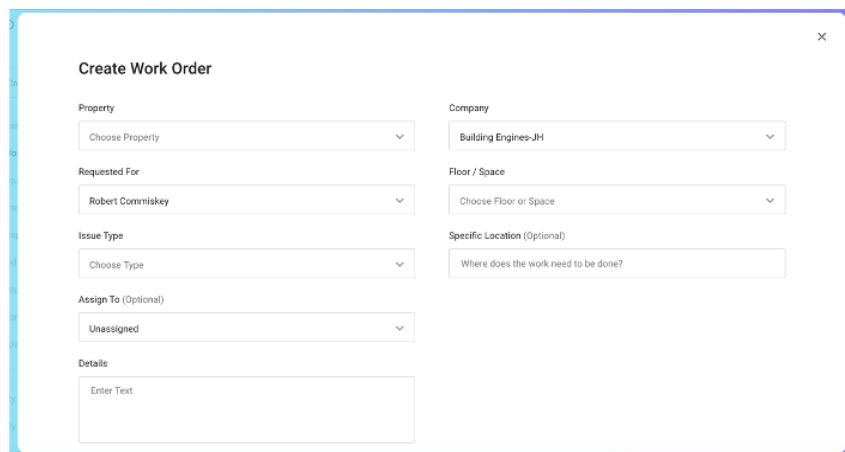
Plumbing / Leak
Urgent

Parking
Unassigned
The Broadway Plaza
Details: Cracks & curbing is...
Target Completion: 09/17/2...
Low

HVAC (General)
Low

Note: You can also click on Work Orders to see the details of each of your work orders.

3. When completing a Work Order, please be sure you are including the following:



Create Work Order

Property
Choose Property

Company
Building Engines-JH

Requested For
Robert Commiskey

Floor / Space
Choose Floor or Space

Issue Type
Choose Type

Specific Location (Optional)
Where does the work need to be done?

Assign To (Optional)
Unassigned

Details
Enter Text

1. Property
2. Company (what company do you work for)
3. Requested For (either yourself or the person you are submitting a work order on behalf of)
4. Issue type (the reason for the work order)

5. Details (the details of your issue)
6. Floor (where the issue occurred)
7. Specific Location (optional field to enter more details on the issue location, such as landmarks or office numbers)