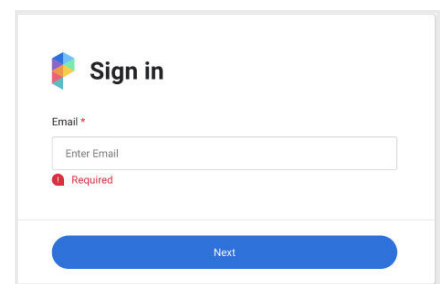


Getting Started with Prism



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

Bookmark the URL: <https://connect.buildingengines.com/> and sign in using your email and password.



Sign in

Email *

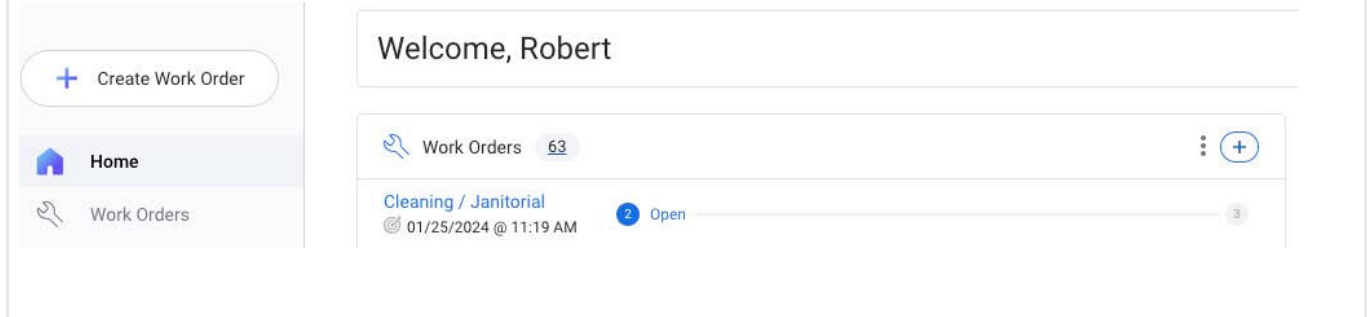
Enter Email

❗ Required

Next

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

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



Welcome, Robert

Work Orders 63

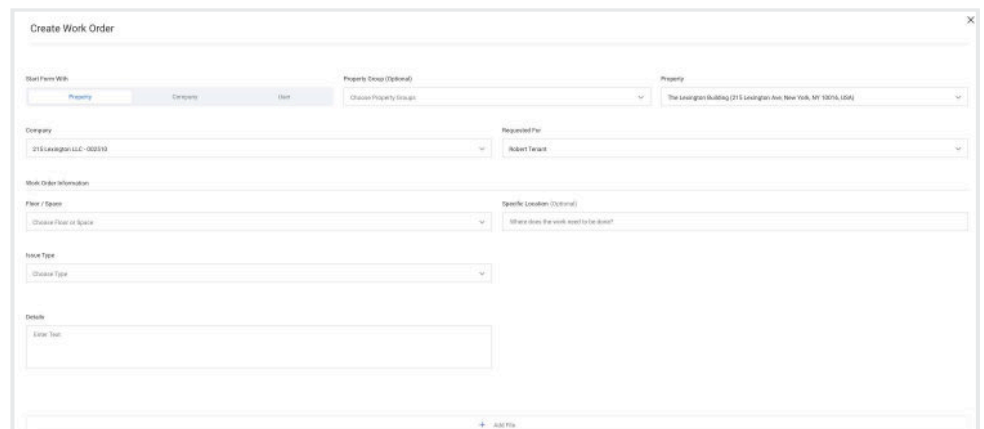
Cleaning / Janitorial

01/25/2024 @ 11:19 AM

Open

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

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)



Create Work Order

Start From With: Property, Company, User

Property (Optional): Choose Property Group

Property: The Lexington Building (215 Lexington Ave, New York, NY 10016, USA)

Company: 215 Lexington LLC - 00019

Requested For: Robert Tarcus

Work Order Information

Floor / Space: Choose Floor or Space

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

Issue Type: Choose Type

Details: Enter Text

Add File