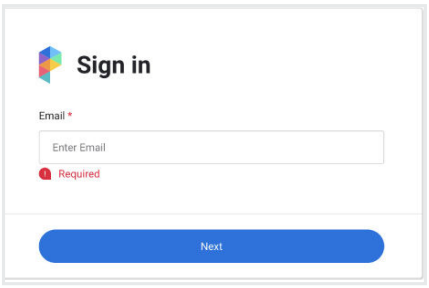
BuildingEngines
A JLL company

Getting Started with Prism

PRISM
By Building Engines

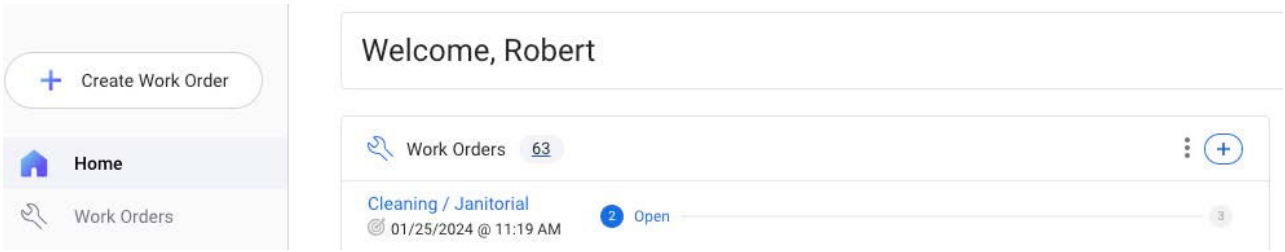


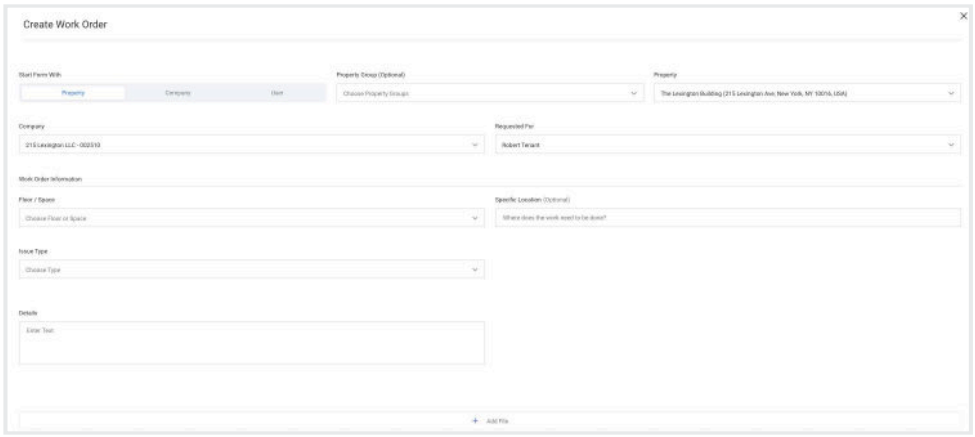
1. Your property administrator will send a Prism welcome email.

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

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.



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)