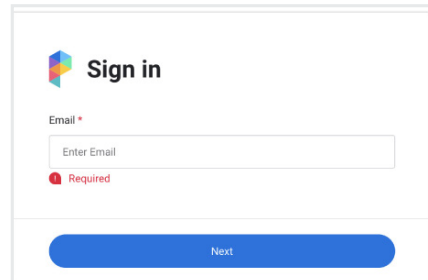


## Getting Started with Prism



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**

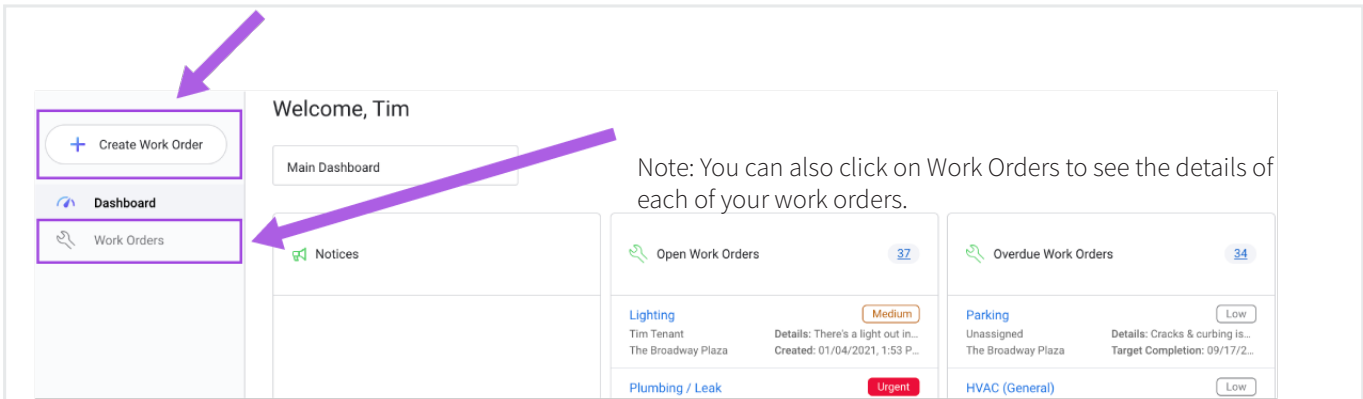
Email \*

Enter Email

**Required**

Next

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



Welcome, Tim

Main Dashboard

Notices

Open Work Orders **37**

Overdue Work Orders **34**

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

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

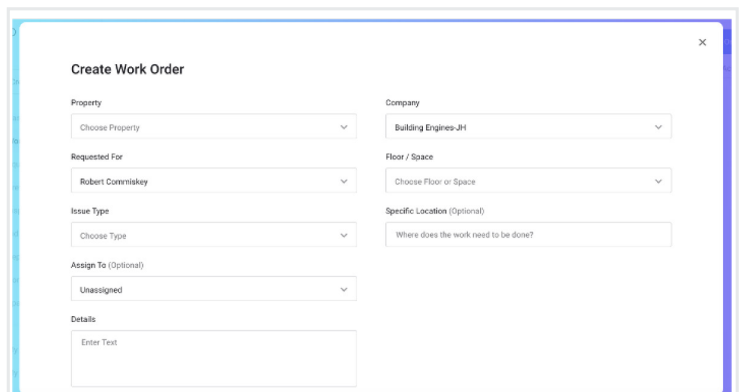
**Plumbing / Leak** **Urgent**

**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:

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**

Property: Choose Property

Company: Building Engines-JH

Requested For: Robert Cormiskey

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