

PRISM by Building Engines

Tenant Guide - Prism for Tenants App

Prism is a web-based suite of tools that links you to your Property Management team. The Prism for Tenants app allows you to track your work orders on the go!



1. Welcome!

Your property administrator will send you a welcome email inviting you sign into Prism.



4	\frown	Visit buildingengines.com
	YOU'RE INVITED! Exadet Today has able to us the Building Engines platform for Building Engines Headquarters as a tensor of Soviet Cortes Days.	
	Accept Installon	

First Name *	
Sue	
.ast Name *	
Smith	
Email *	
Phone *	
Wabile number is required to send and receive text m	essages.
(617) 555-1212	Mobile 🗸
Password *	
Paeswords must be at least 8 characters and contain	at least one number.
Choose Password	٢
Confirm Password *	
Choose Password	Ø

2. Download the app

Search for "Prism for Tenants" in the Apple App store or Google Play store.



3. Sign in!

Sign into Prism for Tenants using the same log in credentials you set up in step 1.



4. Create a work order

Select create work order and Prism will prompt you for all the information needed.

5. Get the details

Select work orders to view status updates, comments from your property management team, and any other useful information.

VZW Wi-Fi 🗢	7:23 PM	78% 🗔
÷	New Work Order	
Add Photos (Option	nal)	
Add Photo		
Issue Type		
All Issue Types		~
Details		
Describe what is	happening	
Building		
465 Huntington	Ave	
Floors		
Choose Floor		~
Space (Optional)		
Choose Space		
	Create Work Order	



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6. Tell Us How We're Doing

When the work order is complete, your property management team may send you an email to rate their work.

	How Did We Do?
Your HVAC - Too	Cold work order, was created on September 27 at 6:14pm, and was completed on September 27 at 6:28pm
	**
	Tell Us How We Did
HVAC - Too Cold Work Order #	
W-01901-000003	

PRISM

Choose the appropriate star rating and you will be able to add additional comments.

Pl Modium (00/ Ro	h Ruildor
HVAC - Too Cold	^
This work order is now completed. Let us know how we did.	

Comments	
Thanks for all your help!	c
Submit	