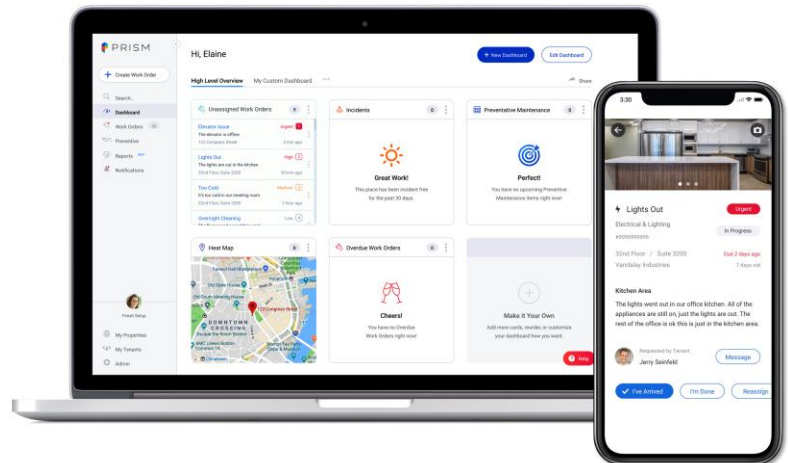




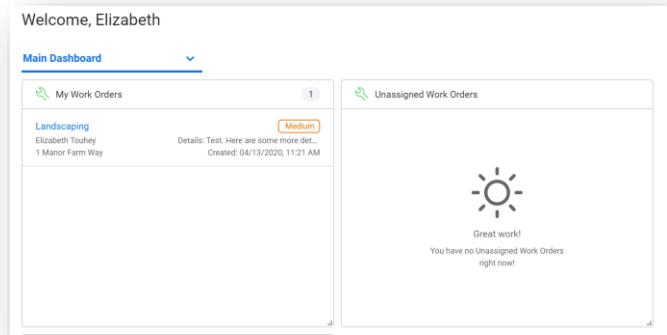
Property Manager – Sharing Work Orders

Sharing work orders on the Prism web app allows property managers to keep anyone in the loop. Work orders can be shared with users within your Prism account, or with those who work outside of Prism.

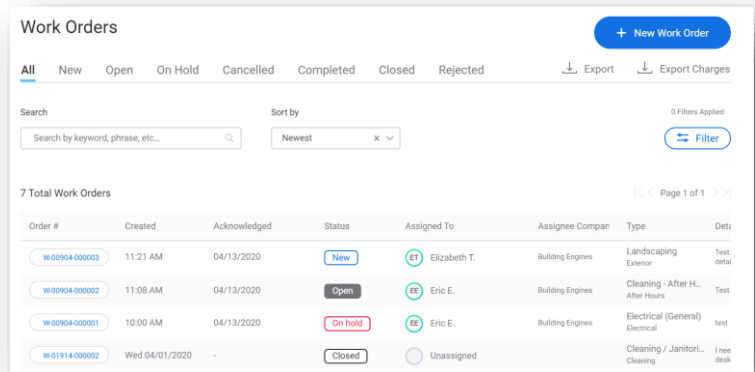


1 Locate the Work Order

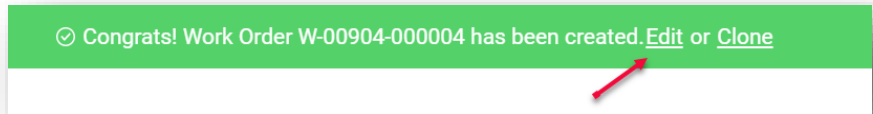
Find the work order that you wish to share. This can be done using the dashboard cards.



Alternatively, work orders can be found by clicking on Work Order and reviewing the Work Order Grid.

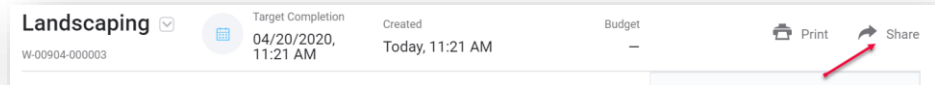


If you have just created a work order, you can click on edit in the green header.



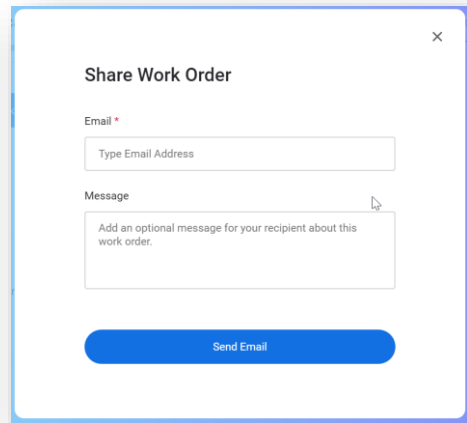
2 Click Share

In the upper right of the screen, click the share button.



3 Enter email address

Enter an email address and message for the person you would like to share this work order with



A dialog box titled "Share Work Order" with a close button (X) in the top right corner. It contains an "Email" field with a red asterisk and a placeholder "Type Email Address". Below it is a "Message" field with a placeholder "Add an optional message for your recipient about this work order." At the bottom is a blue "Send Email" button.

4 Get the Details

The person you have shared the work order with will receive a pdf copy of the work order and the message you included.

