Prism Plans

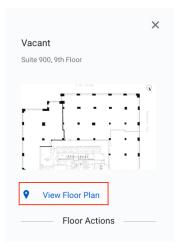
Prism Plans is an upgrade to the My Spaces module that comes with your Prism subscription. Prism Plans allows you to have a floor plan library and pin work orders and equipment to uploaded floor plans.

Using Floor Plan Library

1. Click the My Spaces tab and select a property from the drop down at the top of the page.

	Building Engines	Space Manageme	Actions v
			Show Non-Suites
+	Create Work Order	0001	No Spaces
Z.	Work Orders	11	No Spaces
10%	Preventive	10	No Spaces
	Readings	· ·	No Spaces
i A	Inspections		No Spaces
	Bid Management	7	No Spaces
	Resource Reservations		No Spaces
B	Visitors	5	No Spaces
	EC	4	No Spaces
0	Admin	3	No Spores
	My Files	2	to been
a	My Properties	,	No Spaces
۲	My Spaces		No Speciel
444	My Users		

2. Click a floor with a floor plan uploaded then click View Floor Plan.



3. To view all floor plans, click the arrow next to Primary Floor Plan then click Floor Plan Library from the drop down.

		Floor Plan Prim	ary >
Floor Plan Primar Name Primary Floor Plan	y ×	Primary Floor Plan Clone Primary Floor Plan Libra Upload New Dr	
Viewer Markup		Viewer Markup	
 Work Orders E Equipment 	1	 Work Orders E Equipment 	1 🗸
Work Orders	~	Work Orders	~

4. Click Upload Floor Plan at the bottom of the page to add an additional floor plan. Enter a scenario name then upload a floor plan from your device. Click Submit to finish and save the floor plan as a draft. This floor plan could be one that does not reflect its current status, but one that can still be used.

Lart Moldfeel 07/28 Added by Robert Cor						
Search Sort by						
Search by keyword, phrase, etc	ied v				(== r	itter
Narre	Added By	Created At	Last Modified	Status	Actions	
Historical - 07/29/2021	Robert Commiskey	07/29/2021, 2:07 PM	07/29/2021, 2.07 PM	('Historical')	Ver	:
Primary Floor Plan	Robert Commiskey	07/29/2021, 2:07 PM	07/29/2021, 2:07 PM	Primary	Ver	:
Historical - 00/15/2021	Robert Commiskey	03/15/2021, 10:24 AM	07/29/2021, 2:07 PM	(Historical)	Ver	1
Scenario 1	Robert Commiskey	07/29/2021, 2:06 PM	07/29/2021, 2.06 PM	Draft	Ver	:

Pin			-
	×		
ew Scenario			
ame Enter Scenario Name			
Upload new file Drop file to upload, or browse			
Cancel Submit	_		

5. To make a floor plan the primary floor plan, click the three dots at the right end of the grid and click Make Primary. This changes the previous primary floor plan's status to Historical.

Name	Added By	Created At	Last Modified	Status	Actions
Historical - 07/29/2021	Robert Commiskey	07/29/2021, 2:07 PM	07/29/2021, 2:07 PM	Historical	Vev
Primary Floor Plan	Robert Commiskey	07/29/2021, 2:07 PM	07/29/2021, 2:07 PM	Primary	Vev
Historical - 03/15/2021	Robert Commiskey	03/15/2021, 10:24 AM	07/29/2021, 2:07 PM	Historical	Ver
Scenario 1	Robert Commiskey	07/29/2021, 2:06 PM	07/29/2021, 2:06 PM	Draft	Ver

Draft	View	X And Discourse Floor Discourse
	Clone	Set Primary Floor Plan
	Make Primary	Are you sure you want to set floor plan Scenario 1 to primary?
	Remove	Cancel Set Primary

6. To clone a floor plan, click the three dots at the right end of the grid then click Clone from the options. Enter a name for the clone and select if you would like to clone the markups. Click submit to finish.

View
Clone
Make Primary
Remove

7. To delete a floor plan, click the three dots then click Remove.

View	:
Clone	
Make Primar	/
Remove	

How to Pin in a Work Order

If your account includes Prism Plans, you can pin a work order location on a floor plan if you have the floor plan uploaded to the floor in the My Spaces module.

1. Click the work orders tab and find a work order that you would like to pin from the work orders grid. Please note that currently, on the desktop version of Prism, the work order must be created before being able to pin its location to the floor plan.

	Building Engines	٢	Wo	rk Orders											+ New Work 0	rder
-	Linginies		All	New Open	On Hold (Cancelled Comple	ed Closed	Rejected							Ac	tions 🛩
+	Create Work Order		Search			Sort by										
	Home	ı.	Se	arch by keyword, phrase, e	etc	Q. Newest	~								=	Filter
Ľ,	Work Orders	L	24	tus (3) 💿												
0%	Equipment	L	131 1	otal Work Orders											IC C Page 1	of 3 >>
10%	Preventive	L		Order #	Created	Acknowledged	Status	Assigned To	Assignee Compan	Type	Details	Property	Company	Floor/Space	Priority	Target C
	Inspections			W13408-000043	Yesterlay	07/27/2021	New	Robert Commiskey	Building Engineer-JH	HVAC - Overtime	Details	215 Lexington Ave	Building Engl	3rd Floor	Medkum	cen III
A	Incidents			*1468-00040	(comoly	WITH T ENEL			energy of gride St	After Hours Cleaning - After H		215 Losington Ave, No 1600 Recordway	pmo Ruilding Engl	302	Medium	

2. Click View Details to open the work order information.

131 To	otal Work Orders				
	Order #	Created	Acknowledged	Status	Assigne
	View Details	Yesterday	07/27/2021	New	RC R
	W-14870-000002	Last Monday	07/26/2021	New	RC R

3. Under work order location, you will find the floor plan. Click Add Work Order Location to Floor Plan.

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- 4. Click Add Pin then click where you would like to pin the location of the work order.
- 5. Click Save Changes to finish.

		Work Order HVAC - Overtime After Hours
	L L	
Broasy		Remove Pin Save Changes

How to Pin in a Piece of Equipment

If your account includes Prism Plans, you can pin an equipment asset location on a floor plan if you have the floor plan uploaded to the floor in the My Spaces module.

1. Click the equipment tab and find a piece of equipment from the equipment grid.

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\$	Equipment	L	39 Total Equipment				
Ť7i	Preventive	L		Providence of	C 1 1 1		to a state of
۲¢٦	Inconctions		ID #	Equipment	Status	Asset Type	Asset Tag

2. Click View under the Actions column on the equipment grid to open the equipment information page.



3. Find the floor plan on the right side of the page then click Add Equipment Location to Floor Plan.

Building Equipment / Bldg Equip			York, NY 10016	Actions 🗸
Floor / Space	Location			-
302 (Vacant) V	Enter Specific Location			
Manufacturer	Model	Serial Number	L · · · ·	
Enter Manufacturer	Enter Model	Enter Serial Number		
			Add Equipment Location to Floor P	lan
Barcodes	Equipment Notes			
+ Add OR or Barcodes	Enter Notes		Photos ()	

4. Select an equipment icon for the category of the piece of equipment, then click where the equipment is located on the floor plan.

	Ind Floor, Suite 202 Equipment Ellery BU Fake Equipment Building Equipment / Blog Equip
	Building Equipment icons
0	Remove Pin

5. Click Save Changes to finish.

Prism Plans Floor Plan Navigation Panel

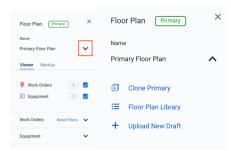
1. Click the My Spaces tab and select a property from the drop down at the top of the page.

	Building Engines	Space Mana	agement Property 108 beene 21 V Like Speer Name V Actions
			Show Non-Suites
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e,	Work Orders	11	No Spaces
150	Preventive	10	No Spaces
	Readings	9	No Spaces
-	Inspections	ı —	No Spaces
		7	No Spaces
	Resource Reservations	6	No Spores
B	Visitors	5	No Spaces
	EC	4	No Spaces
¢ Ø	Admin	3	No Spores
-	My Files	2	n in the second s
	My Properties	1	No Spaces
۲	My Spaces	0	No Spaces
4	My Users		

2. Click a floor with a floor plan uploaded then click View Floor Plan.

	×
Vacant	
Suite 900, 9th Floor	
	Gen Madian Ave
View Floor Plan	
Floor Actions	

3. Click the arrow next to Primary Floor Plan to open floor plan action options.



Click Clone Primary to make a clone of the primary floor plan.

Click floor plan library to open the floor plan library of drafts, primary and historical floor plans.

Click Upload New Draft to upload a new floor plan to the library.

4. Under the Viewer tab click the box next to Work Orders or Equipment to show pinned Work orders and equipment on the floor plan.

Floor Plan Primary	×	Floor Plan Primary	×
Name		Primary Floor Plan	~
Primary Floor Plan	~	Viewer Markup	
Viewer Markup		• Work Orders	1
		E Equipment	1
Work Orders	1		
E Equipment	1	Work Orders	~
		Equipment	~

5. When Work Orders or Equipment are selected, you can filter your view.

Click the drop down for Work Orders to filter view by Issue Type, Priority, Status, and Creation Date.

Viewer Markup	
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E Equipment	1 🔽
Work Orders	→ ^
Issue Type	
Choose Issue Type	~
Priority	
Choose Priority	~
Status	
3 selected	~
Created	

Click the drop down for Equipment to filter view by Category and Asset type.

Vork Orders	1	
E Equipment	1	
Work Orders		~
Equipment	-	^
Category		
Choose Category		~
Asset Type		
Choose Asset Type		~