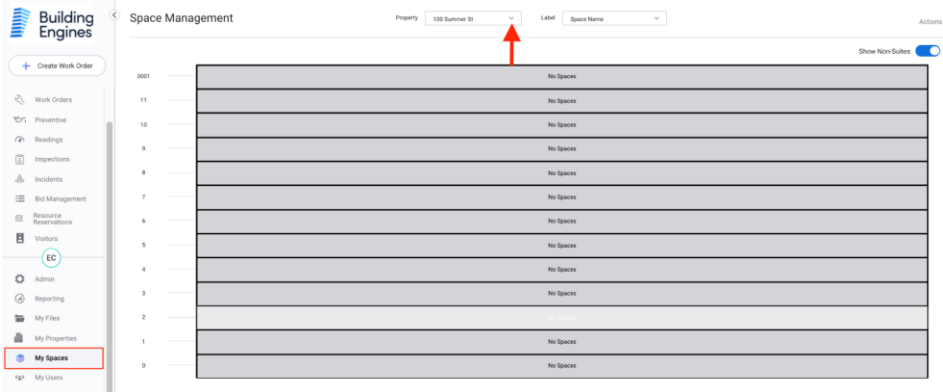


## Prism Plans

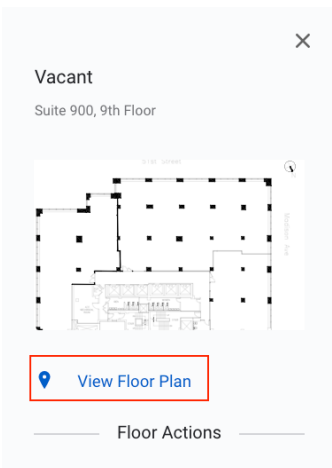
Prism Plans is an upgrade to the My Spaces module that comes with your Prism subscription. Prism Plans allows you to have a floor plan library and pin work orders and equipment to uploaded floor plans.

### Using Floor Plan Library

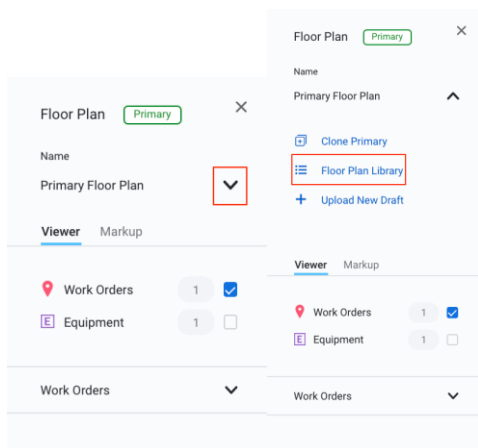
1. Click the My Spaces tab and select a property from the drop down at the top of the page.



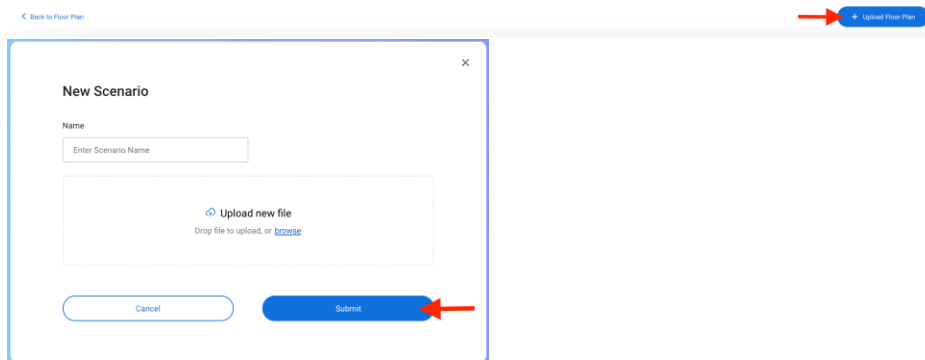
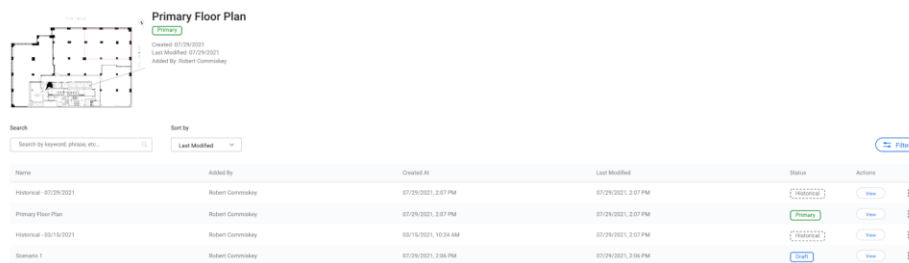
2. Click a floor with a floor plan uploaded then click View Floor Plan.



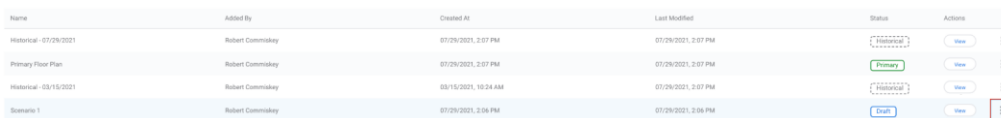
3. To view all floor plans, click the arrow next to Primary Floor Plan then click Floor Plan Library from the drop down.

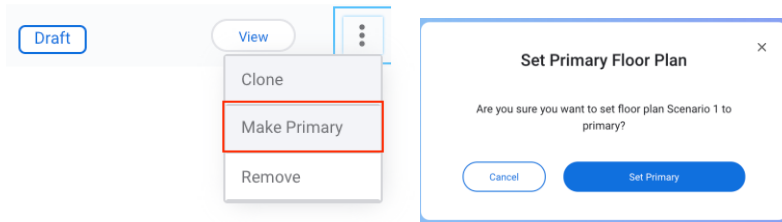


4. Click Upload Floor Plan at the bottom of the page to add an additional floor plan. Enter a scenario name then upload a floor plan from your device. Click Submit to finish and save the floor plan as a draft. This floor plan could be one that does not reflect its current status, but one that can still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

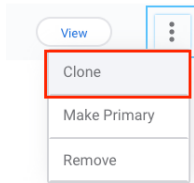


5. To make a floor plan the primary floor plan, click the three dots at the right end of the grid and click Make Primary. This changes the previous primary floor plan's status to Historical.

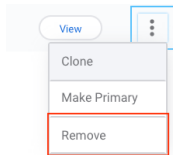




6. To clone a floor plan, click the three dots at the right end of the grid then click Clone from the options. Enter a name for the clone and select if you would like to clone the markups. Click submit to finish.



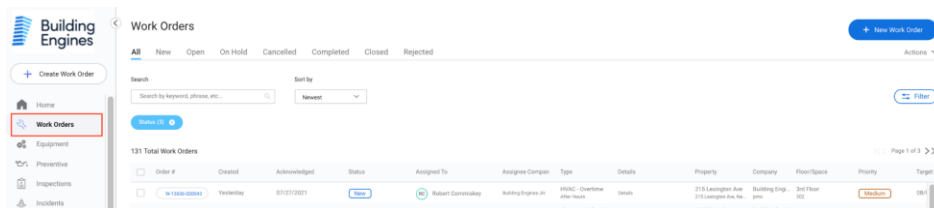
7. To delete a floor plan, click the three dots then click Remove.



## 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.

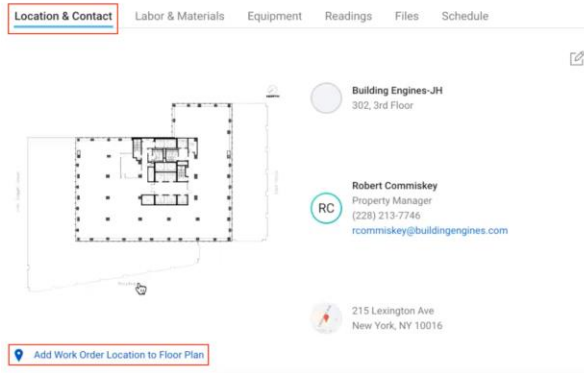


2. Click View Details to open the work order information.

131 Total Work Orders

<input type="checkbox"/>	Order #	Created	Acknowledged	Status	Assignee
<input type="checkbox"/>	<a href="#">View Details</a>	Yesterday	07/27/2021	New	RC R
<input type="checkbox"/>	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.



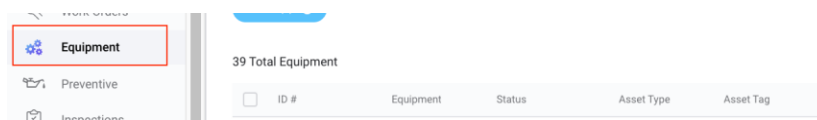
4. Click Add Pin then click where you would like to pin the location of the work order.
5. Click Save Changes to finish.



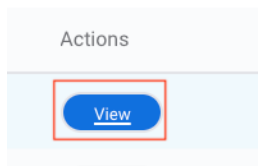
### **How to Pin in a Piece of Equipment**

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.

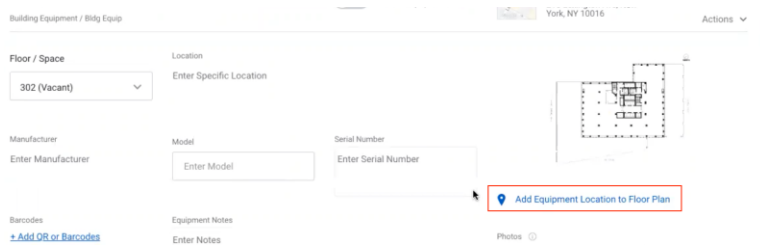
1. Click the equipment tab and find a piece of equipment from the equipment grid.



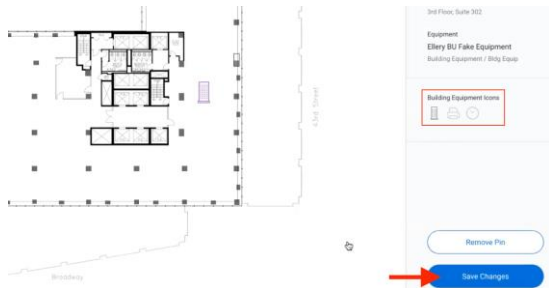
2. Click View under the Actions column on the equipment grid to open the equipment information page.



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



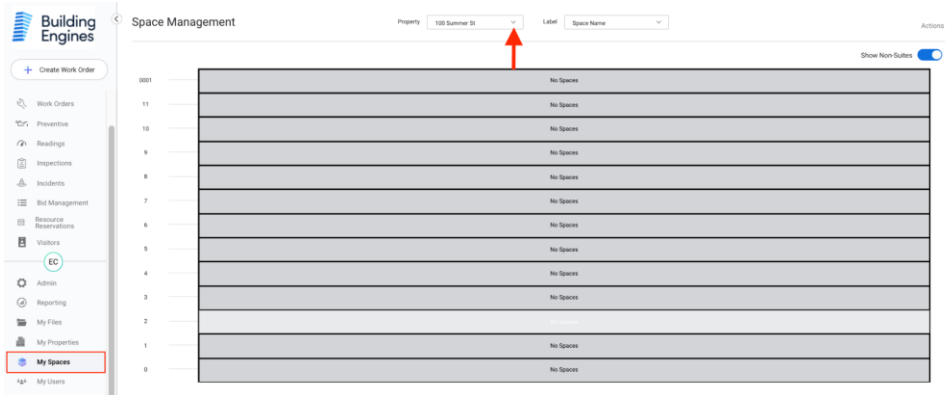
4. Select an equipment icon for the category of the piece of equipment, then click where the equipment is located on the floor plan.



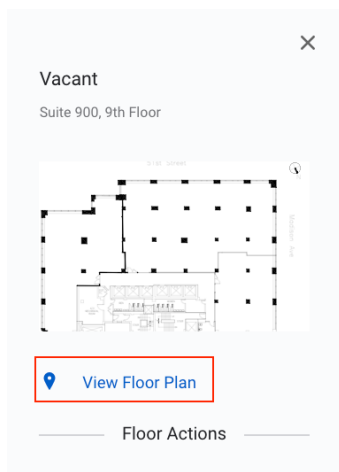
5. Click Save Changes to finish.

## **Prism Plans Floor Plan Navigation Panel**

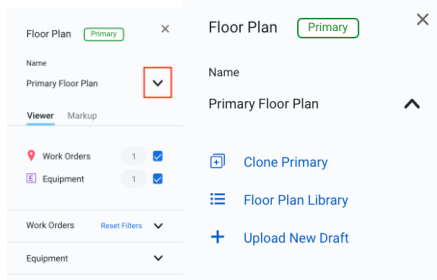
1. Click the My Spaces tab and select a property from the drop down at the top of the page.



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



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

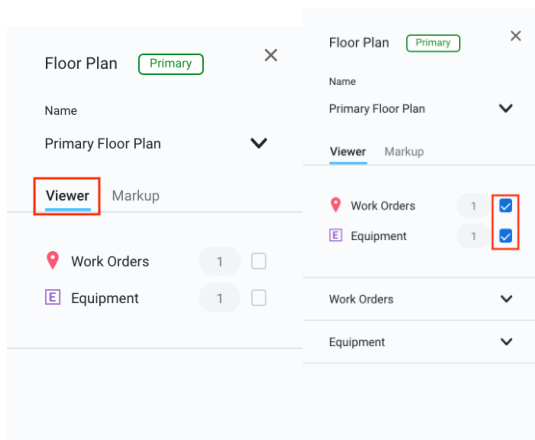


Click Clone Primary to make a clone of the primary floor plan.

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

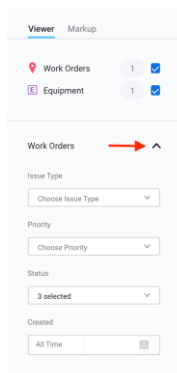
Click Upload New Draft to upload a new floor plan to the library.

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.



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.



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

