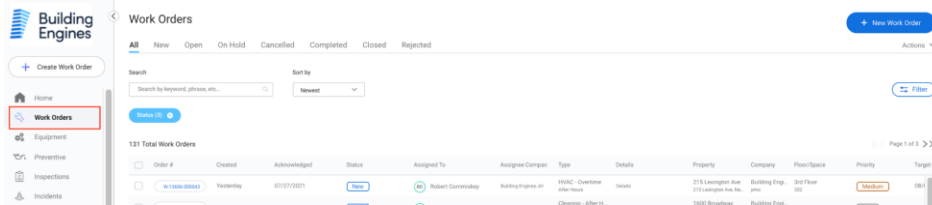


## How to Pin in a Work Order

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.

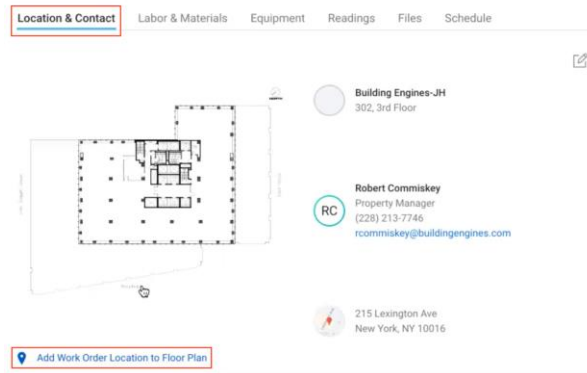


2. Click View Details to open the work order information.

131 Total Work Orders

Order #	Created	Acknowledged	Status	Assignee
<a href="#">W-14870-000001</a>	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.



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

