## 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.

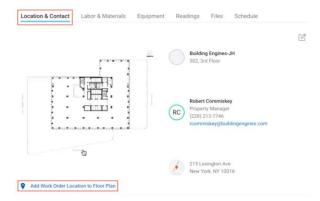
1. Click the work orders tab and find a work order that you would like to pin from the work orders grid. Please note that currently, on the desktop version of Prism, the work order must be created before being able to pin its location to the floor plan.

	Building Engines	٢	Work Orders											+ New Work 0	rder
-	Engines		All New Open	On Hold C	ancelled Complet	ed Closed	Rejected							Ac	tions 🗸
-	Create Work Order		Search		Sort by										
n	Home		Search by keyword, phrase,	etc	Nevest	~								=	Filter
Z.	Work Orders		Status (3) 💿												
0%	Equipment		131 Total Work Orders											IC C Page 1	of3 >>I
10%	Preventive		Order #	Created	Acknowledged	Status	Assigned To	Assignee Compan	Type	Details	Property	Company	Floor/Space	Priority	Target C
Č.	Inspections			Yesterlay	07/27/2021		(RC) Robert Commiskey	Building Engineer-JH	HVAC - Overtime	Details	215 Lexington Ave	Building Engl	3rd Floor		CB/1
A	Incidents		W13404-00043	restancily	witerrend	New	RD Robert Commiskey	areand sydnes are	After Hours Cleaning - After H	Details	215 Lesington Ave, Na 1600 Recordware	pmo Building 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.



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

