



# Release Notes

Week of January 12, 2026



## About Prism Releases:

New features, enhancements, and bug fixes are generally released on Prism every 2 weeks.

*Note: Feature visibility may be determined by user permissions.*

For information on past releases, visit our [Support Center](#).



## Core Building Operations



### Work Orders

- Enhanced custom field & NTE management for recurring and scheduled work orders
- Respond to NTE on behalf of vendor
- Additional insight into vendor assignees



## Vendor Management



### Contracts

Ability to clone contracts



### Vendor Invoices

Allow invoice dates prior to work order creation with warning



## Sustainability



### Utility Analytics

- Configurable missing bill alerts
- Energy meter details on property page
- Dashboard card for energy use vs. cost



## Prism Administration



### Permissions

Moved location of “Can Edit Work Order Completion Date and Time” permission



## Tenant Experiences



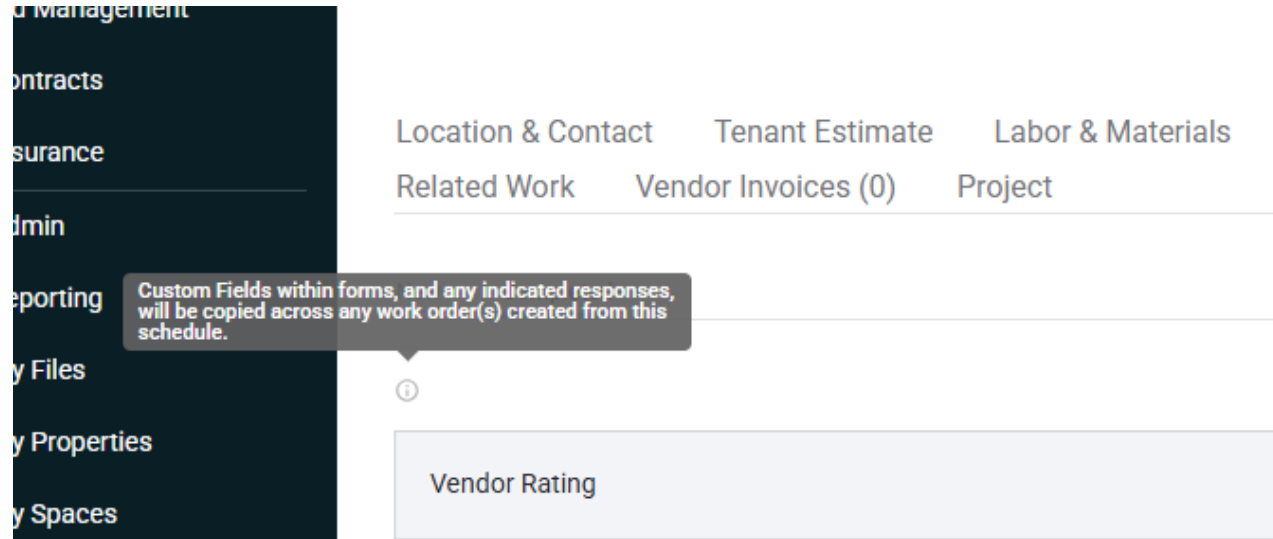
### Resource Reservations

Updated terminologies & descriptions



# Enhanced Custom Field Management for Recurring & Scheduled Work Orders

- Previously, any child work orders created from a scheduled and/or recurring work order would not retain any values entered in custom forms, resulting in duplicative data entry and frustration
- Now, child work orders automatically inherit any values entered in custom fields on the parent work order
- A tool tip provides information to the user that responses will be copied to child work orders
- There is still flexibility to enter values for fields left blank, or to change a value on the child work order as needed





## Enhanced NTE Management for Recurring & Scheduled Work Orders

- Previously, NTE amounts were not properly inherited for recurring or scheduled work orders
- Now, NTE amounts are inherited directly from parent to child work orders

**Cleaning / Janitorial** [Change](#)

W-140217-000130 (Recurring) Property: 20593 Wild Meadow Ct Target Completion

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Status: Scheduled Priority: 3 Medium Assignee: Unassigned [Details](#)

[+ Assign to me](#)

Details: NTE Parent Test Specific Location: Enter location details Budget: - **NTE Limit**: \$500.00

Estimated Labor: 2.50

Photos +

Drop photos to attach, or [browse](#)



# Respond to NTE on behalf of vendor

- Some vendors may never log into Prism, but NTE limits still needs to be approved as part of the vendor invoice process
- NTEs are not contingent on whether the assignees are active Prism users; they are set on an individual work order basis
- Therefore, it would be cumbersome to manage which work orders should have vendor interaction and require an approval, and which work orders should merely list an NTE limit without requiring approval
- Users with the ability to request NTEs will now be able to indicate acceptance on behalf of the vendor either during creation or once the work order has been created
- This allows property managers to move through accounts payable workflows more efficiently

The screenshot shows a form for creating a work order. The fields are as follows:

- Issue Type:** Issue/Repair Call
- Assign To (Optional):** DAVID'S PLUMBING
- Priority:** High
- Equipment (Optional):** Choose Equipment
- Project (Optional):** Choose Project
- Estimated Labor (Optional):** Ex. 3.5 Hours
- Details:** sink is leaking
- Not to Exceed Limit (Optional):** US\$1,200.00

A callout box highlights the **Accept on behalf of Vendor** toggle switch, which is currently turned off. Below the toggle, a note states: "Enabling this setting will auto accept the NTE Limit on behalf of the assigned vendor".



# Respond to NTE on behalf of vendor

A Not to Exceed limit has been submitted and is pending vendor review.

The requester will be notified when assignee submits a response.

Limit US\$750.00

Cancel

Respond for Vendor

Edit Limit

## Details

sink is leaking

## Assignee

DAVID'S PLUMBING

View Assignee

## History

View Detailed History

Follow

## Add Comment

Enter a comment

Not to Exceed limit has been submitted and is pending vendor review.  
The requester will be notified when assignee submits a response.

Limit US\$750.00

Cancel Respond for Vendor

### Respond on behalf of the Vendor

This work has a not to exceed limit attached. Select one of the options below in order to act on behalf of the assigned Vendor.

Limit US\$750.00

Decline NTE Limit Accept NTE Limit



## Additional insight into vendor assignee

- Previously, work orders assigned to individual vendor users required multiple steps to determine the vendor company
- Users will now see a blue box immediately underneath the assignee dropdown with pertinent information about the vendor company
- The vendor company name can be clicked to view the company record in Prism
- Users will also see vendor ID (if applicable), and vendor address (if applicable) within this box
- Unassigned work orders or work orders assigned to PMO users will not display this box

**Lighting** [Change](#)

W-23588-000122      Property: Gadonas Gardens      Target Completion: 01/22/2026, 12:52 PM      Created: Last Monday 12:52 PM      1/1817      Actions

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Details: light has been flickering

Assignee: [Assign to me](#) [View Assignee](#)

CV Caroline Vendor

[Vendor Test ABC](#)  
100 West Sproul Road, Springfield, PA, 19064

History: [View Detailed History](#)

Following

Add Comment

Enter a comment



# Moved location of “Can Edit Work Order Completion Date and Time” permission

- Previously, this permission was located within the General section of Prism’s permissions grid
- This permission is now located within the Work Orders section of the permission grid for consistency

Expand All	Management Organization								
	Account Admin	Engineer	Coordinator	Manager	Executive	User	default PMO	Security	Engineer Manager
^ Work Orders									
Can See Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can See Target Completion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can Create Work Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can Edit Work Order Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can Edit Work Order Completion Date and Time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can View Work Order Ratings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can Approve Company Submitted WO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Updated terminologies & descriptions for resource reservations

The terminology and descriptions used to describe booking rules was unclear for administrators configuring reservable resources.

Users with the permission “Can Manage Resources” will see these changes when editing an existing resource or creating a new resource.

- **Booking Window** has been renamed to **Minimum Notice Period**
- The hint text for Minimum Notice Period now states, “Reservations must be made at least X days in advance before the booking”
- **Maximum Advanced Booking** has been renamed to **Booking Horizon**
- The hint text for Booking Horizon now states, “Reservations can be made up to X days ahead.”

Reservable Details Active

Capacity (Optional)  PPL LBS

Booking Visibility (Optional)  Needs Premier Resource Access

Reservation Approval (Optional)  Reservation requests require management approval

Description (Optional)

Photos

Availability

Days Mon Tues Wed Thur Fri Sat Sun

From  To   All day (24 hrs)

Time Between Reservations (Optional)  Min. Hours

Days Months

Days Hours

Multi-property Access (Optional)

Booking Rules (Optional)

Minimum Notice Period (Optional)  Days Hours

Cancellation Window (Optional)  Days Hours



# Ability to clone contracts

- Creating new contracts in Prism often involves duplicating information from existing agreements—whether renewing expired contracts, establishing similar terms with new vendors, or adapting successful contract structures for different properties
- Previously, users had to manually recreate contract details from scratch, leading to time-consuming data entry, potential transcription errors, and inconsistent contract structures across similar engagements
- This manual process slowed contract creation workflows and increased the risk of missing critical contract elements that were successfully established in previous agreements.
- Users can now clone contracts in any status from the grid or within an individual contract record
- Most system & template fields will have their data populated into the clone while excluding contract specific IDs and files
- Cloned contracts will be created with clone designation in draft form so any needed modifications can be made

Click [here](#) for a video overview

## Edit Contract

Expired ⓘ All fields required unless marked as optional.

Vendor Company	Start Date (Optional)	End Date (Optional)
Michael's Window Cleaning	06/01/2025	07/30/2025
Properties	Account Start Date (Optional) ⓘ	
Green Office Park B,	06/01/2025	
Last Negotiated Date (Optional)	Key Contact (Optional)	
MM/DD/YYYY	Search or type to add new...	
Currency	Expense Code (Optional)	
USD	Alphanumeric characters only	
Billing Frequency (Optional)	Billable Amount (Optional)	Annual Contract Value (Optional)
Choose Billing Frequency	Ex. \$1.50	Ex. \$1.50
Services		

< Cancel Save for Later **Clone** Terminate Delete Save



# Allow invoice dates prior to work order creation with warning

- Vendor invoice dates can sometime predate work creation dates in Prism (ex: work orders created administratively to track legitimate expenses, emergency repairs are billed retroactively, invoices arrive for services not yet rendered).
- Previously, Prism's hard validation prevented entry of invoice dates prior to work order creation, forcing PMOs to use incorrect dates or implement workarounds that compromise financial record accuracy and audit compliance
- Now, users can set invoice dates prior to work order creation date, and Prism will show a warning as an additional safeguard

## Add Vendor Invoice

No Invoice Required



Invoice Number

4521

Amount


US\$1,500.00

Vendor Company

Vendor Test ABC

Invoice Date

01/04/2026

 Warning: Invoice date precedes work order creation date. Please verify this is correct.

Due By (Optional)

MM/DD/YYYY

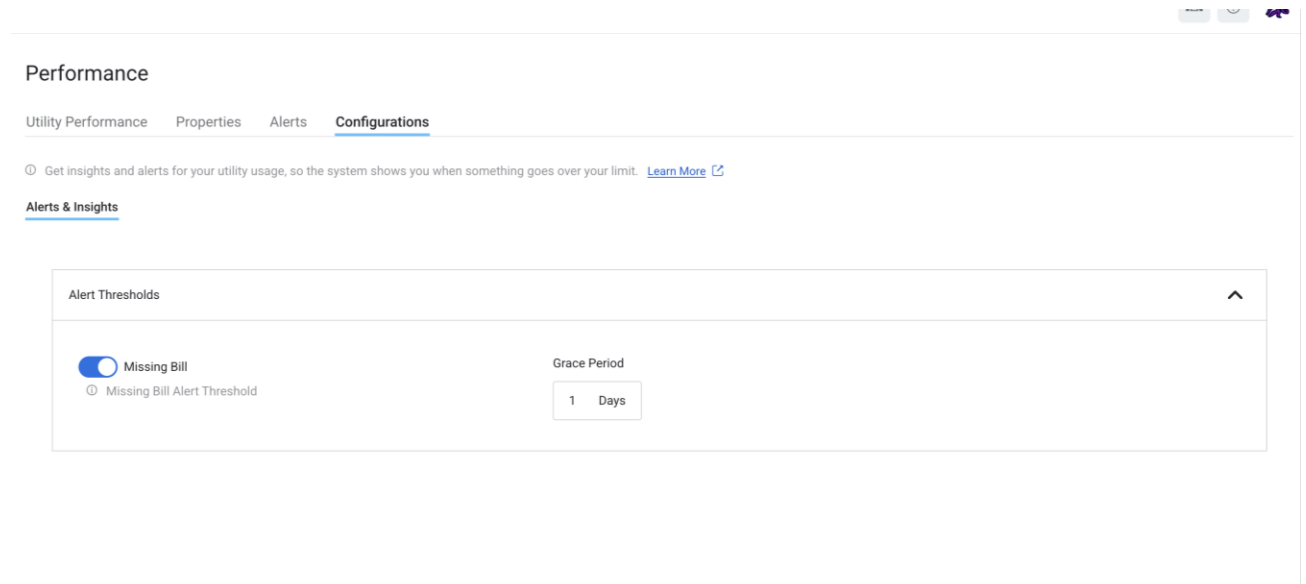
Notes (Optional)

Type additional notes or info



# Configurable missing bill alerts

- Previously, there was no way to detect when utility bills were missing, requiring users to manually track these bills
- Now, there is a new section of the Utility Analytics module called **Configurations** which allows for toggling on alerts, which can be found in the **Alerts** section
- Alerts trigger when a utility bill isn't received within the grace period (default 31 days, configurable up to 90 days) after the previous billing period ends.
- Visual Alert: Missing bill display exactly what's missing—meter name, last billing period end date, and days overdue—eliminating guesswork about which bills need attention.
- Auto-Reopen Alerts: If a second grace period passes without a bill, closed alerts automatically reopen to ensure nothing is missed
- This is to catch billing gaps early before they impact utility analysis.





# ESPM Meter Page - Energy

- Users needed a place to access detailed meter information, manage utility bills, and generate reports for individual energy meters without navigating through multiple screens.
- Energy Meter Detail Page accessible directly from the UA Property Page, showing all meter information synced with ENERGY STAR Portfolio Manager along with associated billing records.
- Complete Meter Details: View meter name, status (Active/Inactive), and type directly from ESPM's Basic Meter Information in a clear header display.
- Streamlined Bill Management: Add utility bills via AI Bill Upload, export data and bulk download all associated bill as PDFs.
- Direct ESPM Integration: Meter data syncs automatically with ENERGY STAR Portfolio Manager, ensuring accuracy and consistency across systems

88 Rose Street Library (EPA Sample)

Active

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Annual Performance Metrics (Last 12 Months)

Energy Use <b>3,002,536.00</b> UOM: kBtu	CO2e Emissions / CO2e Avoided - / - UOM: MT	Utility Cost / Avg. Rate per kBtu <b>US\$83,084.13 / US\$0.03</b> UOM: USD	ENERGY STAR Score - Portfolio Rank: -
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ⓘ Performance metrics are calculated for the most recent full year of data and do not update based on time-frames selected below. [Learn More](#)

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Property Details

Building Info <a href="#">SE Rose St, Jennings Lodge, OR 97267, USA</a>	Square Footage 120,000 sq. ft.	Region -	ESPM Property ID 31646411	ESI Cc
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Property Meters

Energy Type:  Time Frame:

1-2 of 2 Property Meters

Billing Meter	Type	ESPM ID	Energy Use	UOM	Usage %	Cost	Rate
<a href="#">Electric Grid Meter</a>	Electric	175695399	867,123.00	kwh	100.00%	US\$79,528.00	0.09
<a href="#">Natural Gas</a>	Natural Gas	175695400	-	therms	-	-	-



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Property Meters

Energy Type:  Time Frame:

1-2 of 2 Property Meters

Billing Meter	Type	ESPM ID	Energy Use	UOM	Usage %	Cost	Rate
Electric Grid Meter	Electric	175695399	867,123.00	kwh	100.00%	US\$79,528.00	0.09
Natural Gas	Natural Gas	175695400	-	therms	-	-	-

# ESPM Meter Page - Energy

## Electric Grid Meter

Active

Meter Type: Electric

Property	Property ID	Meter ID
SE Rose St, Jennings Lodge, OR 97267, USA	B-161458	—
ESPM Property	ESPM Property ID	ESPM Meter ID
88 Rose Street Library (EPA Sample)	31646411	175695399
Meter Data	Date Active	Date Inactivated
Incomplete	Sun 12/11/2016	—
Meter UOM	Renewable %	
kWh (thousand Watt-hours)	None	

## Billing Records

Search

Search by keyword, phrase, etc...



Time Frame

Select Time Frame



0 Filters Applied

Apply a time frame filter to download utility bills (defaults to last 12 months)

1-50 of 103 Readings

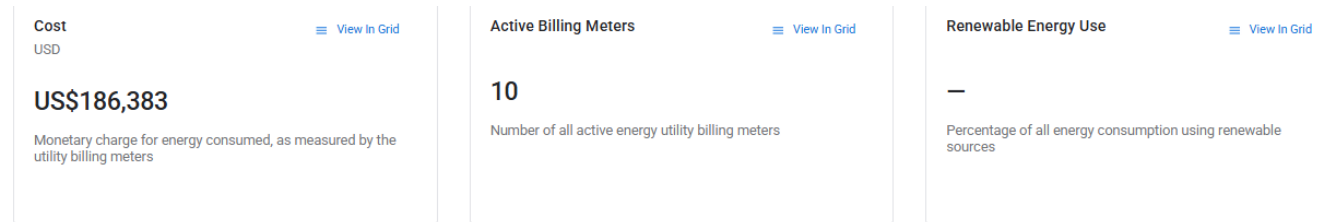
<< Page 1 of 3 >>

Utility Bill	AI Insights	Start Date	End Date	Usage	Cost	Rate
Nov 2025 Bill- KWH.pdf	—	9/30/2025	10/30/2025	456.00	US\$3,300.00	7.24
—	—	1/10/2020	2/9/2020	174,625.00	US\$12,838.00	0.07



# Performance Dashboard – Energy Use vs Cost Graph Card

- Users had no visual way to analyze energy use and cost trends across their portfolio, making it difficult to spot patterns, compare periods, and identify cost-saving opportunities.
- This week’s release includes a new **Energy Use vs Cost Graph card** on the Performance Dashboard that visualizes combined energy consumption and costs across your portfolio, synced directly from ENERGY STAR Portfolio Manager
- Different Timeframe Views: View data across custom date ranges such as last quarter, last 12 month.
- Year-to-Year Comparison: Compare current performance against the same period last year to ensure meaningful analysis.
- Portfolio-Wide Visibility: Energy usage across your entire portfolio or filter to specific properties, giving you insight into performance trends.



# Questions?

**Contact our Prism Support Team!**

Visit our [Support Center](#)

or

Submit a Ticket at  
[prismsupport@buildingengines.com](mailto:prismsupport@buildingengines.com)

**Check out Prism on [JLLT University](#) for more in-depth training!**