

801 BRICKELL

Did you know...

801 Brickell offers a secure tenant service system to its tenants? We do, It's called Angus and is available to you. This password protected system will allow you to submit service requests, view requests status reports and ensure that the information you enter is delivered directly to the appropriate Jone Lang LaSalle team member.



How to get started:

1. Fill out the attached Angus Tenant Registration Form and return to the management office via email: Alicia.Rivero@am.jll.com
2. A username and password will be provided shortly after.
3. Using the username and password provided, you can now access the Jones Lang LaSalle Angus system by visiting <http://www.ng1.angusanywhere.com/tenant/JLL/JLL/default.aspx>
4. Once you have entered the system, you will see eleven (11) options to your left: [Service Requests](#), [All Requests](#), [My Requests](#), [New Requests](#), [Find Request](#), [Administration](#), [My Colleagues](#), [New Colleague](#), [Invite Colleagues](#), [My Profile](#) and [Sign Out](#).



Getting Started

❖ Entering a new work order:

- Select **New Request**. Your floor and suite should already be selected. If not, please do so.
- Select the request type from the drop down list.
- Proceed to the details section. Here you are able to write a brief description of the service needed and the location.
- Once completed, click submit. This will send your request to a designated Jones Lang LaSalle employee.

❖ So, what do the other tabs do?:

- **All Requests**- This feature allows you to view all requests submitted by you or your colleagues.
- **My Requests**- Here you can view only the service requests submitted by you.
- **Find Request**- Here you can independently search for a request (you will need the number

- **Administration or My Colleagues-** With this feature, you can view which of your colleagues have access to Angus by status; All, Active, Inactive.
 - **New Colleague-** This feature allows you to add any of your colleagues to our system by simply entering the required fields.
 - **Invite Colleagues-** This feature provides you with a quick and simple way to invite your colleagues to register with the system.
 - **My Profile-** This feature allows you to update your information. Here you can invite **Find Request** tab you are able to search for any work order by entering the system-generated request number pertaining to that specific service request.
 - **Sign Out**
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