

PWMS

Project Work-sharing Management System

PWMS

A P R O D U C T O F N E I L S O F T

Last updated date: Jan 2018

PWMS Introduction

PWMS is a system for
all types of project-related communication and
easy management / tracking of this communication
among multiple persons at Client's place and Neilsoft

PWMS Login Page

To login into PWMS, user needs to use <https://pwms.neilsoft.com> URL.

- User ID and Password is available from Neilsoft – pwms.support@neilsoft.com
- Enter your email ID in Email ID textbox
- Enter your password
- Click “Submit” button to login PWMS portal
- User can use “[Forgot Password](#)” functionality to receive PWMS Login Credentials



The image shows a 'User Login' form with a blue header. Below the header, there are two input fields: 'Email ID' and 'Password'. A green 'Submit' button is located below the password field. At the bottom of the form, there is a blue link labeled 'Forgot Password?'.

PWMS Introduction

- Web-based
- Multi-location teams
- Add and track following project communication – PROJECT wise:

Email

Task

- File attachment
- Automatic e-mail notification
- Data availability (at central place) for “Knowledge Management”

Add Email Communication Page

- By clicking “Add Communication” tab from left navigation menu, user can add new Email communication
- User can give any style to communication text by using “**Customize Textbox**” features. It will allow user to change text style, color, font family, font size, etc.
- Users can experience **automatic suggestions similar to Outlook**, while typing names of the assigned users from the project in the ‘To’ & ‘Cc’ textbox fields
- **Copy Communication to others:** User can write email IDs of non PWMS users into this field to receive email notification of “Email Communication”

Select Project:

Training

Dashboard

Add Communication

View Email

View Task

Filters

Customized View

Home >> Add Communication

Add Communication

*Communication Type: Email

*To: sachi

Cc: sachin.lamtur@neilsoft.com

Copy Communication to others:

Enter email address(s) separated by comma.

*Subject: Test Communication

Detailed Description:

*Project: PWMS - Training

*Status: Open

File Attachment: (Maximum allowed file size is 12 MB Total) Browse...

File Uploaded Successfully.

File Name	Attached By	Attached Date	File Size	Delete
PWMS User Guide.pptx	Sachin Lamture	Mar 16 2016 04:06 PM	772.51 KB	Delete
Total Size:			772.51 KB	

Send Email Cancel

File Attachment Feature

- User can select Multiple files in single attempt. “Delete” option is also available to remove file(s)
- All attachments will be displayed in Grid format with File name, File size, and Total file size, etc.
- While adding new communication or modifying existing communication, maximum file size allowed is **12 MB (total)** for all attachment files

File Attachment: (Maximum allowed file size is 12 MB Total) File Uploaded Successfully.

FileName	Attached By	Attached Date	File Size	Delete
PWMS What s New V1.pdf	Sachin Lamture	Jan 16 2016 6:27PM		
PWMS What s New.pdf	Sachin Lamture	Jan 16 2016 6:27PM	993.11 KB	Delete
Total Size:			993.11 KB	

Modify Attachments and Re-attach

- Open existing attachment by clicking on the (latest version) file.
- After modifying, save the file on PC with same name (#1).
- Then add it to the same “Communication” as an attachment.
- It gets attached with suffix “_vx” (x is the next version number).
- (#1) - If file is saved with new name, then there is no question of above mentioned suffix getting added to the file name.
- **Note:** Do NOT add special characters like [, ; \]) } / : [({ * % ? “ ” < > | & ‘ ’ # + - in file name of the file to be attached to PWMS communication.

Description Trail



[What's New](#) | [View Communication](#) | [Change Password](#) | [Admin Module](#)

Description Trail

Description Details

Sachin Lamture: (6/4/2015 2:41:56 PM)


New Mutiple file upload

FileName	Upload Date	
Building B_Canopy.jpg	6/4/2015 2:41:56 PM	Building B_Canopy.jpg
Building D_Canopy.jpg	6/4/2015 2:41:56 PM	Building D_Canopy.jpg
Building G_Canopy.jpg	6/4/2015 2:41:56 PM	Building G_Canopy.jpg
Building H1_Canopy.jpg	6/4/2015 2:41:56 PM	Building H1_Canopy.jpg

Back

What's new Page

By Default “What's new” Page shows latest communication added in last 48 hours with option to populate newly added / updated communications up to 7 days from all the assigned projects to logged-in user

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Sachin Lamture
Logout

What's New | View Communication | Change Password


Select Project:
Training

Dashboard
Add Communication
View Email
View Task
Pareto Charts
Filters
Customized View

What's new >>

What's new

Select: 01/16/2016 Submit
Date: (mm/dd/yyyy)



Project Communication

Project Name	Communication ID	Communication Type	Communication Subject	Last Updated By	Communication Status
PWMS – Training	74	Email	Test Communication		New
PWMS – Training	73	Task	To check mail	Sachin Lamture	Modified
PWMS – Training	72	Task	ESD to PWMS	Sachin Lamture	Modified

Click on "View Communication" to view communication

View Communication Page

- View communication page shows communication added under selected project, user can select project from project drop down list
- User can change status of multiple communications by selecting status drop down. Once user clicks on “Update All” button, it will save selected status of communication
- User can view / modify communication by clicking subject line under subject column
- To Logout from PWMS, click “Logout” link from the top right of the header

PWMS PROJECT WORK-SHARING MANAGEMENT SYSTEM
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Sachin Lamture [Logout](#)

What's New | [View Communication](#) | [Change Password](#)

Select Project:
Training ▼

[Home](#) >> [Communication](#)

Communications Per Page 10 ▼ [Export All to Excel](#) [Update All](#)

Communication

Sl Sr.No.	ID	Reported Date	Reported By	Subject	Communication Type	Responded By	Last Response Date	Status
1	61	11 May 2015	Shivani Bhattacharya	Email testing	Email	Shivani Bhattacharya	11 May 2015	Open ▼
2	60	11 May 2015	Shivani Bhattacharya	Testing email	Task	Shivani Bhattacharya	11 May 2015	Open ▼
3	59	11 May 2015	Shivani Bhattacharya	Testing email	Task	Shivani Bhattacharya	11 May 2015	Open ▼
4	58	11 May 2015	Shivani Bhattacharya	Attachment testing	Email	Shivani Bhattacharya	11 May 2015	Open ▼

Showing 1 - 4 of 4 Results

Click to Modify

Dashboard Page







Dashboard contains only **OPEN** communications and it allows user to search communications using different search criteria like search by communication ID, communication type, etc.

[Home](#) >> [Dashboard](#)

Dashboard

Communication Type: Milestone:

Communication ID: Priority: Communication Per Page:

ID	Reported Date	Project Milestone	Communication Type	Subject	Communication End Date	Action Status
54	07 Jan 2014		Email	Testing email notification	07 Jan 2014	
53	07 Jan 2014		Email	Object ARX : Anchoring entities	07 Jan 2014	
55	27 Feb 2014		Email	test	27 Feb 2014	
56	11 May 2015		Email	Email Communication Type with Attachment Test 1	11 May 2015	
58	11 May 2015		Email	Attachment testing	11 May 2015	
61	11 May 2015		Email	Email testing	11 May 2015	

[1](#) [2](#) [3](#) [4](#)

Showing 54-61 of 36 Results

Filter Page

Filter Page allows user to search communication using different search criteria like Project Milestone, Communication Type, Reported to, Reported by, Communication Status, Communication Last Modified from Date, etc.

Once user clicks on “Submit” button after selecting required search criteria, it will show result in below format with “Export to Excel” option

[Home](#) >> [Filter](#)

Filter

Project Milestone:

Communication Type:

Reported to:
Anjal Prabodh
Bhattacharya Shivani

Reported by:
Anjal Prabodh
Bhattacharya Shivani

Status:
Closed
Open
Overdue

Communication Reported from Date: (mm/dd/yyyy)

Communication Reported till Date: (mm/dd/yyyy)

Communication Last Modified from Date: (mm/dd/yyyy)

[Home](#) >> [Filter](#) >> [Communication-Filter](#)

Project Milestone = All, Communication Type = All, Reported to = ALL, Reported by = ALL, Status = ALL, Subject = , Communication Reported from Date = , Communication Reported till Date = , from Date =

Communication-Filter

↑↓ Sr. No	Id	Reported Date	Project Milestone	Subject	Communication Type	Reported To	Priority	Severity	Reported By	Status	Expected Date of Completion	Communication Modified Date
1	61	11-May-2015	Email	Email testing	Email	BhattacharyaShivani	Immediate	-	Bhattacharya Shivani	Open	11-May-2015	11-May-2015
2	58	11-May-2015	Email	Attachment testing	Email	BhattacharyaShivani	Immediate	-	Bhattacharya Shivani	Open	11-May-2015	11-May-2015

Customized View Page

“Customized View” allows user to **add more columns** in default column list of “View Communication” page

[Home](#) >> [Customized View](#)

Select Columns To View Communication List

Available Viewable Fields

- Priority
- Severity
- Reported To
- Description
- Prepared By
- Checked By
- Initiated By
- Submitted By
- Responded By
- Last Revised By
- Send To

Fields in Current View

- Response Summary
- Category

>>

<<

View

Save Customized View

[Home](#) >> [Communication](#)

Communications Per Page 10

Export All to Excel

Update All

Communication

Sl Sr.No.	ID	Reported Date	Reported By	Subject	Communication Type	Responded By	Last Response Date	Status	Response Summary	Category
1	61	11 May 2015	Shivani Bhattacharya	Email testing	Email	Shivani Bhattacharya	11 May 2015	Open		
2	60	11 May 2015	Shivani Bhattacharya	Testing email	Task	Shivani Bhattacharya	11 May 2015	Open	Ready for Review	Curtain Wall
3	59	11 May 2015	Shivani Bhattacharya	Testing email	Task	Shivani Bhattacharya	11 May 2015	Open	Ready for Review	Curtain Wall
4	58	11 May 2015	Shivani Bhattacharya	Attachment testing	Email	Shivani Bhattacharya	11 May 2015	Open		

Email Notification

Users will receive email notification with the **formatted text** in a certain style used in “Customize Textbox” feature

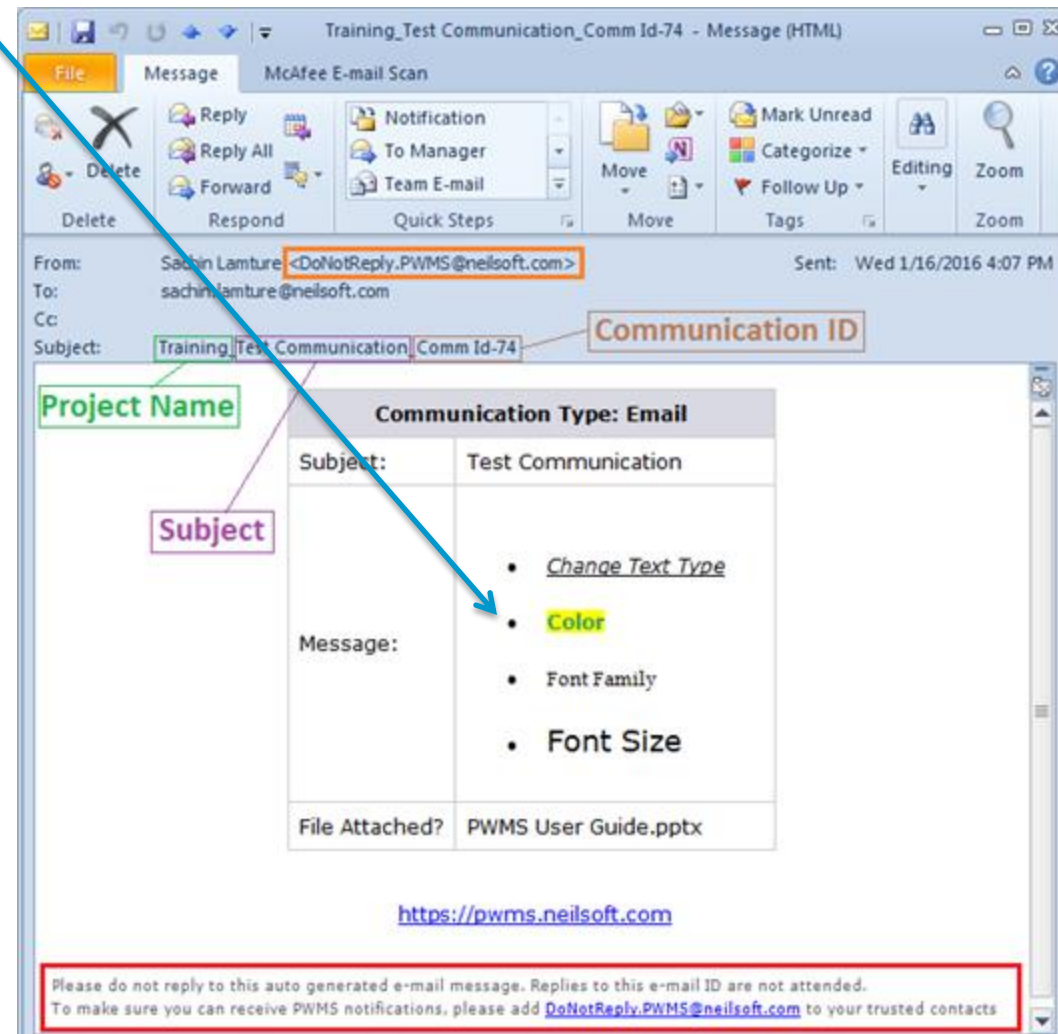
In automated email notification, sender field (i.e. “From”) will show “**Display name**” as per sender’s **Name and e-mail ID will be fixed e-mail ID**

DoNotReply.PWMS@neilsoft.com

Email Subject will be combination of Project Name _ Subject text _ Communication ID

Instructions in “Automatic e-mail notification”:

1. Please do not reply to this auto generated e-mail message. Replies to this e-mail ID are not attended.
2. To make sure you can receive PWMS notifications, please add DoNotReply.PWMS@neilsoft.com to your trusted contacts.



Thank You