

enhancing  
engineering  
efficiency



## PWMS User Guide

**PWMS**

Project Work – Sharing  
Management System

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A Product of Neilsoft

# 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

Page

# PWMS Login Page

- To login into PWMS, user needs to use <https://pwmsoncloud.neilsoft.com> URL.
- User ID and Password is available from Neilsoft – [pwms.support@neilsoft.com](mailto: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 Page

## Login

Enter your username & password to login

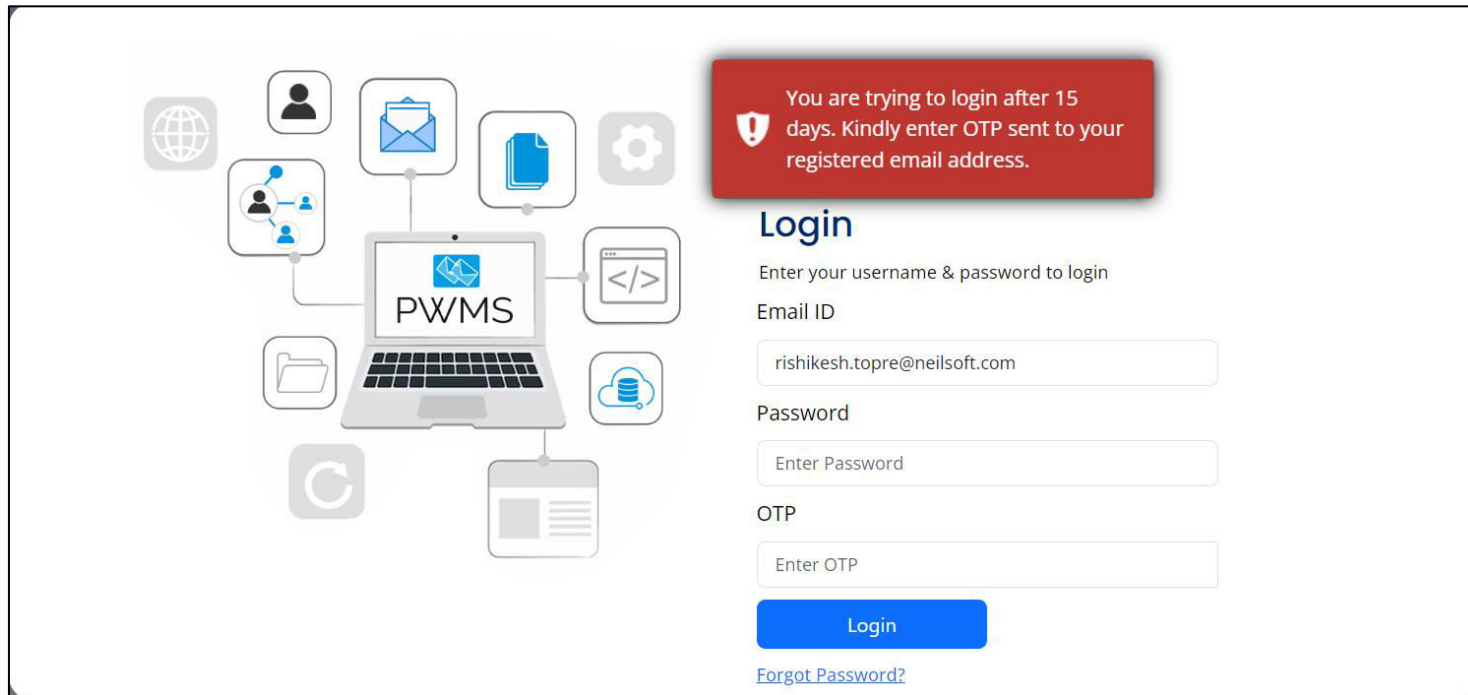
Email ID

Password

Login

[Forgot Password?](#)

# Two Factor Authentication



The image shows a PWMS login interface. On the left, there is a central laptop icon with 'PWMS' on the screen, surrounded by various icons representing different services like email, documents, settings, and social media. A red warning box at the top right of the interface states: "You are trying to login after 15 days. Kindly enter OTP sent to your registered email address." Below this, the 'Login' section prompts the user to enter their username and password. The 'Email ID' field contains 'rishikesh.topre@neilsoft.com'. The 'Password' field contains 'Enter Password'. The 'OTP' field contains 'Enter OTP'. A blue 'Login' button is at the bottom, and a link for 'Forgot Password?' is below it.

You are trying to login after 15 days. Kindly enter OTP sent to your registered email address.

### Login

Enter your username & password to login

Email ID

Password

OTP

Login

[Forgot Password?](#)

**PWMS: One Time Password (OTP) for Login**  
pwms.support@neilsoft.com  
Sent: Wed 8/9/2023 1:13 PM  
To: rishikesh.topre@neilsoft.com

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Hello Rishikesh,

**4152904f** - Use this OTP to access PWMS account.

This OTP is valid for 30 minutes. Please note this OTP is valid for only this transaction and cannot be used for anyother transaction.

Please do not disclose/share your OTP with anyother for the security reasons.

Thank you for using PWMS.

Best Regards,  
Team PWMS

# PWMS Introduction

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

 View Email

 View 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

- 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 :

PWMS



Dashboard



Add Communication

## Add Communication

Communication Type\*

Email



To\*

pwms

pwms.support@neilsoft.com

Cc

Copy Communication to others

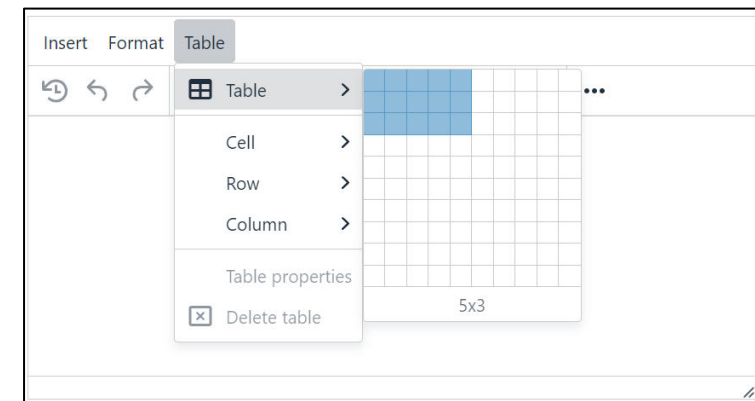
Enter email address(s) separated by COMMA.

Subject\*

Test Communication

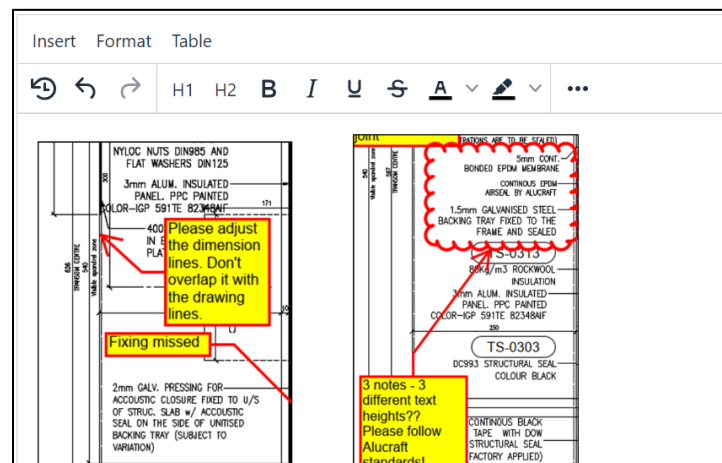
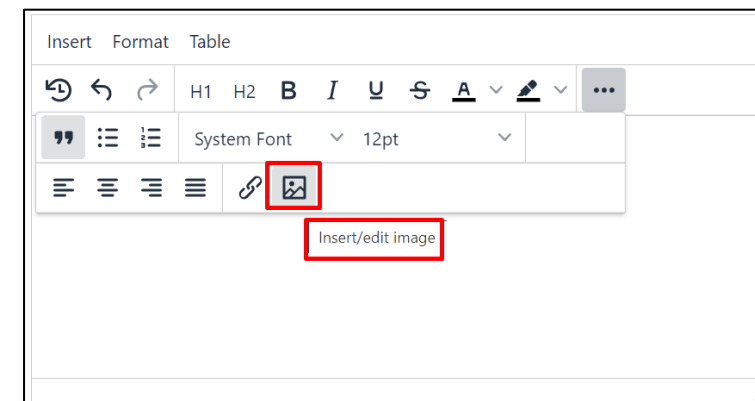
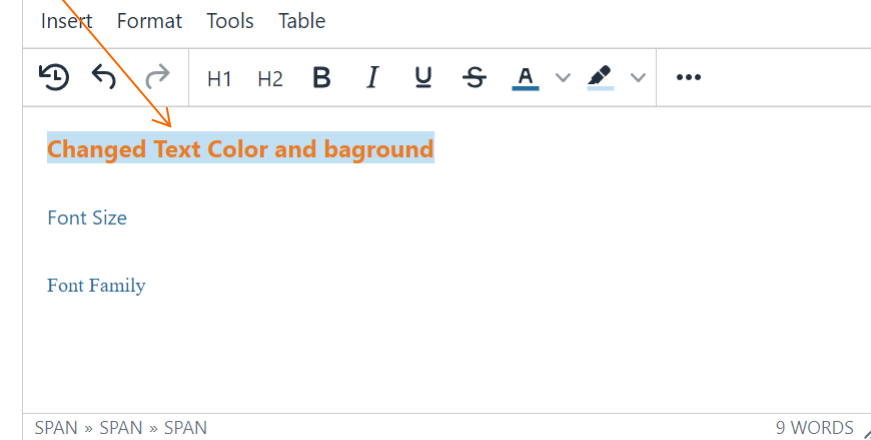
# Advanced Text Editor with new features and look

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.



A screenshot of the text editor showing a table with 5 columns and 2 rows. The columns are labeled 'Sr. No.', 'Associate Name', 'Address', 'Email Id', and 'Contact No.'. The rows contain data: (1, Abc, Pune, abc@gmail.com, 90000000) and (2, Xyz, Mumbai, xyz@gmail.com, 98900900).

Sr. No.	Associate Name	Address	Email Id	Contact No.
1	Abc	Pune	abc@gmail.com	90000000
2	Xyz	Mumbai	xyz@gmail.com	98900900



# 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

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

Choose Files

File Name	Attached By	Attached Date	File Size	Delete
<a href="#">PWMS_User_Guide_V1.pdf</a>	PWMS Admin	8/16/2023 7:25:15 PM		
<a href="#">PWMS_User_Guide.pdf</a>	PWMS Admin	8/16/2023 7:25:05 PM		
<a href="#">PWMS_User_Guide.pdf</a>	PWMS Admin	08/16/2023 07:25 PM	848.93KB	
<b>Total Size:</b>			<b>848.93KB</b>	

## 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.**



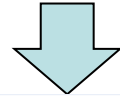
# Description Trail

Previous Description

**Note:** "Previous Description" section is only for the viewing purpose. To reply, write in below "response" textarea

**PWMS Admin: (8/16/2023 7:29:42 PM)**  
Test Communication

[Trail \(Response\)](#)



## Description Trail

**PWMS Admin: (8/16/2023 7:29:42 PM)**  
Test Communication

File Name	Uploaded Date	
PWMS_User_Guide.pdf	8/16/2023 7:25:05 PM	<a href="#">PWMS_User_Guide.pdf</a>
PWMS_User_Guide_V2.pdf	8/16/2023 7:28:57 PM	<a href="#">PWMS_User_Guide_V2.pdf</a>
PWMS_User_Guide_V1.pdf	8/16/2023 7:25:15 PM	<a href="#">PWMS_User_Guide_V1.pdf</a>

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

## What's New



Start Date

End Date

## Project Communication

 entries per page

Project Name	Communication ID	Communication Type	Communication Subject	Last Updated By	Communication Status
PWMS	79	Email	<a href="#">Test Comm</a>	PWMS Admin	Modified

# 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

The screenshot displays the PWMS interface for viewing communications. On the left, there is a sidebar with a 'Select Project' dropdown set to 'PWMS' and several menu items: Dashboard, Add Communication, View Email, View Error, View Task, Pareto Charts, Filters, and Customized View. The main content area shows a navigation bar with 'What's New', 'View Communication', 'View Error', and 'Admin Module'. Below this is a breadcrumb 'Home / Communication' and a table titled 'Communication'. The table has 10 columns: Sr.No., ID, Reported Date, Reported By, Subject, Communication Type, Responded By, Last Response Date, Communication End Date, and Status. The second row is highlighted, and a box labeled 'Click to Modify' points to the subject 'Delete Cookie 2'. The status dropdown for this row is also highlighted. The table data is as follows:

Sr.No.	ID	Reported Date	Reported By	Subject	Communication Type	Responded By	Last Response Date	Communication End Date	Status
1	79	16-Aug-2023	PWMS Admin	Test Comm	Email	PWMS Admin	16 Aug 2023	16-Aug-2023	Closed
2	78	16-Aug-2023	PWMS Admin	Delete Cookie 2	Email			16-Aug-2023	Open
3	77	16-Aug-2023	PWMS Admin	Delete Cookie	Email			16-Aug-2023	Open

# 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.

**Dashboard**

Communication Type:       Communication ID:

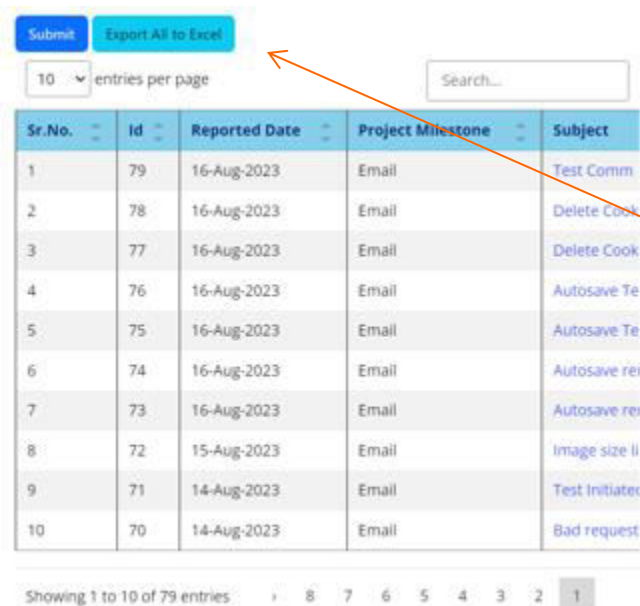
Project Milestone:       Priority:

entries per page     

ID	Reported Date	Project Milestone	Communication Type	Subject	Communication End Date	Client Name	Action Status
1	01-Aug-2023		Email	Email Comm Test on Cloud	01-Aug-2023		■
2	01-Aug-2023		Email	Email Comm 1	01-Aug-2023		■
3	01-Aug-2023		Email	Email Testing 1123	01-Aug-2023		■
4	02-Aug-2023		Email	Email Comm	02-Aug-2023		■
5	02-Aug-2023		Email	Attachment Email Comm 1	02-Aug-2023		■
6	02-Aug-2023		Email	TestComm 0208	02-Aug-2023		■
7	02-Aug-2023		Email	TestCommError112	02-Aug-2023		■
8	02-Aug-2023		Email	TestCommError112	02-Aug-2023		■
9	02-Aug-2023		Email	TestCommError112	02-Aug-2023		■
10	02-Aug-2023		Email	TestCommError	02-Aug-2023		■

# 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.

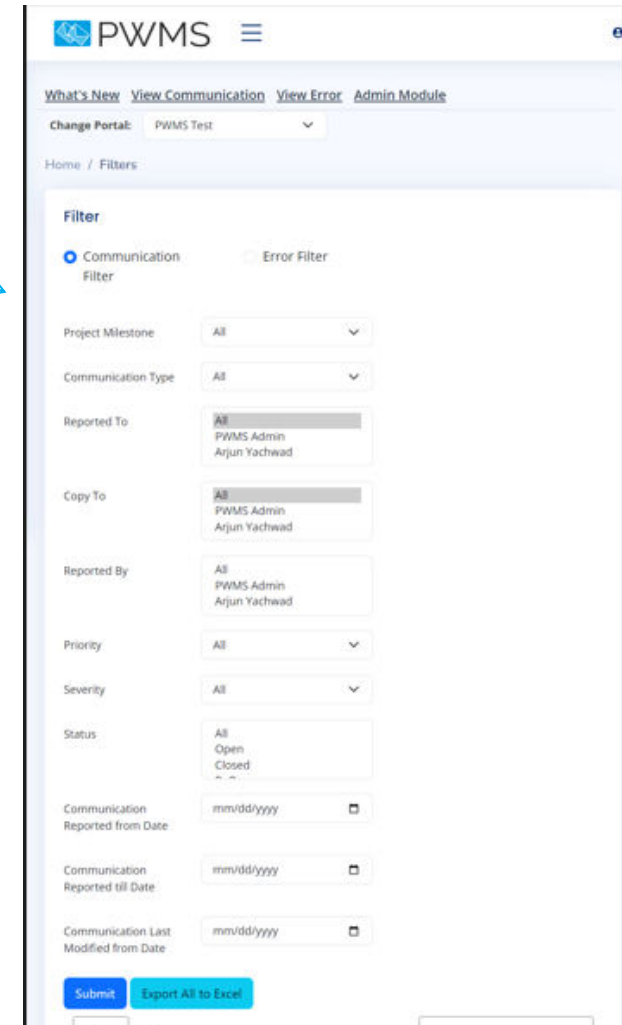


10 entries per page

Sr.No.	Id	Reported Date	Project Milestone	Subject
1	79	16-Aug-2023	Email	Test Comm
2	78	16-Aug-2023	Email	Delete Cook
3	77	16-Aug-2023	Email	Delete Cook
4	76	16-Aug-2023	Email	Autosave Te
5	75	16-Aug-2023	Email	Autosave Te
6	74	16-Aug-2023	Email	Autosave rei
7	73	16-Aug-2023	Email	Autosave rei
8	72	15-Aug-2023	Email	Image size li
9	71	14-Aug-2023	Email	Test Initiater
10	70	14-Aug-2023	Email	Bad request

Showing 1 to 10 of 79 entries

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



PWMS

What's New View Communication View Error Admin Module

Change Portal: PWMS Test

Home / Filters

Filter

Communication Filter  Error Filter

Project Milestone: All

Communication Type: All

Reported To: All, PWMS Admin, Arjun Yachwad

Copy To: All, PWMS Admin, Arjun Yachwad

Reported By: All, PWMS Admin, Arjun Yachwad

Priority: All

Severity: All

Status: All, Open, Closed

Communication Reported from Date: mm/dd/yyyy

Communication Reported till Date: mm/dd/yyyy

Communication Last Modified from Date: mm/dd/yyyy

Submit Export All to Excel

# Customized View Page

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

Select Column To Communication List

Available Viewable Fields

- Reported To
- Description
- Prepared By
- Checked By
- Response Summary
- Initiated By
- Submitted By
- Responded By
- Last Revised By
- Send To
- Category
- Practice / Sub-Practice
- Project Milestone
- Enquiry ID

Fields In Current View

- Priority
- Severity

View Submit

Communication

Export All to Excel

10 entries per page

Search...

Sr.No.	ID	Reported Date	Reported By	Subject	Communication Type	Responded By	Last Response Date	Communication End Date	Priority	Severity	Status
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# Email Notification

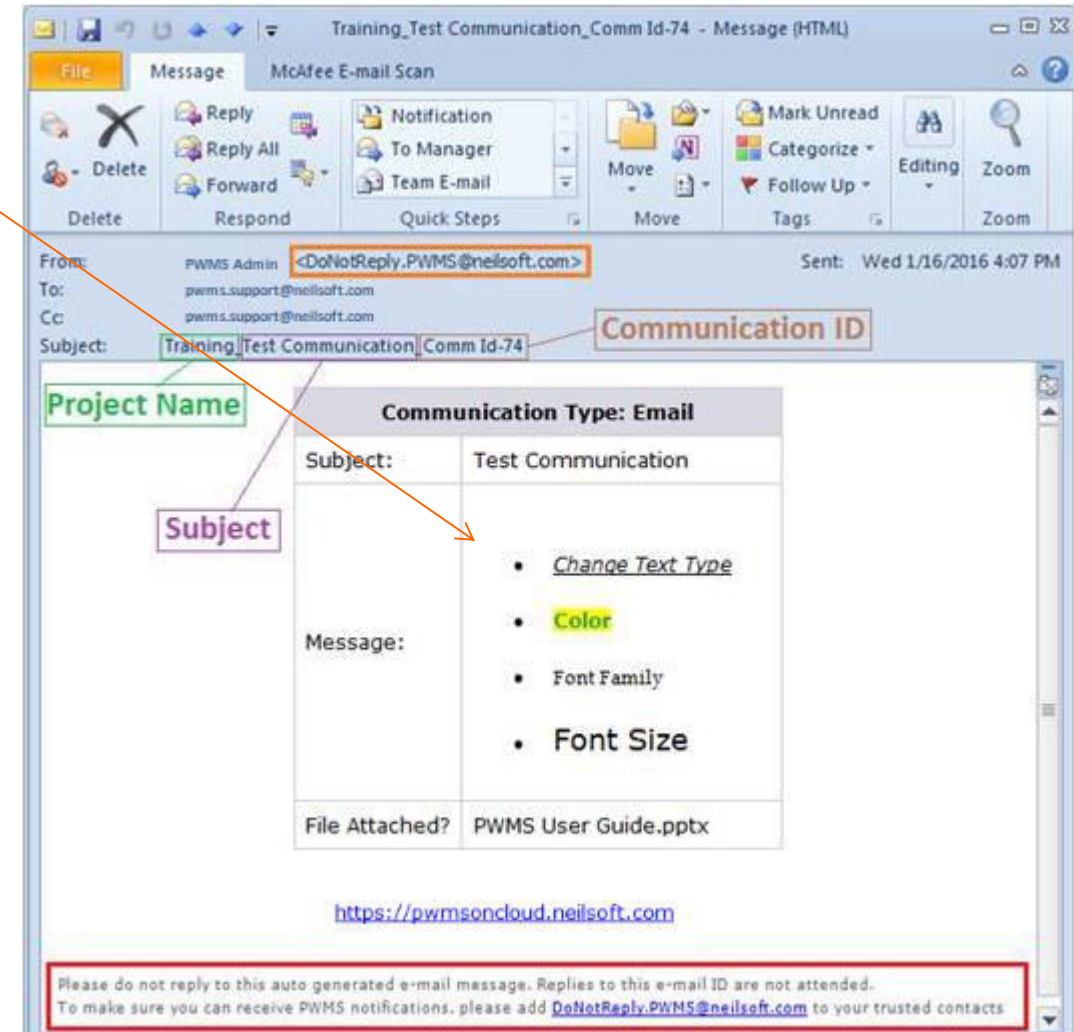
Users will receive email notification with the **formatted text** in a certain style used in “Customize Textbox” feature

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](mailto: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](mailto:DoNotReply.PWMS@neilsoft.com) to your trusted contacts.**



Thank You