FREQUENTLY ASKED QUESTIONS (FAQs)

Frequently Asked Questions (FAQs)

This section will provide answers to commonly asked questions about modules in PMWeb.

If you have a question, please submit it to the email below so that it can be added to this section.
NJSDA Help Desk (MISHelpDesk@njsda.gov)

I remember using a Ball in Court (BIC) feature before. How do I track the BIC in PMWeb?

PMWeb has several reports that are available for BIC tracking. Specifically, there is an RFI log report and a Submittal log report to show the User in the workflow who has this record in their inbox. Additionally, users can find this information on the dashboard upon logging in and also within each record through the workflow. If this information is not sufficient, please contact the Help Desk so that a custom report can be created based on provided specifications.

How are submittals entered in PMWeb?

Submittal information is entered individually in the Submittal Items module. Summary information is entered in the document header section, while details about the submittal, such as the Review Cycle, are entered in the Details section at the bottom section of the document. Enter as many individual submittals as needed. A copy function is available on the Submittal item document menu to assist in the data entry process. If required, a Submittal Set can be created to group individual submittal items together.

Users can track the status of their submittals by using the Submittal Status field in the header of a record. Available status settings are Accept (which is similar to Approve), Revise and Resubmit and many other options. For the Submittal workflow, if a record is to be sent back to the submitter for updating, then the Return option is used (not Reject). The submitter than will Re-Submit that record and push it along for another review/approval. The Workflow history is tracked and reporting will be available to track this information as needed.

Does the Revision Number on the Submittal Item auto-increment when an item needs to be returned and resubmitted in workflow for another review cycle?

No, the user must pay attention to this number and revise it manually on the header of the Submittal Item record.

How do I use attachments in PMWeb?

The Document Manager provides a central location for all documentation within PMWeb that can be used throughout the system. All attachments in PMWeb must be stored in the Document Manager.   Documents can be loaded directly through the Document Manager in the predefined folders for each project, then linked in the applicable module as needed. Documents can be loaded in one at a time, or multiples at a time. Additionally, if the attachment required is not loaded in the Document Manager, the attachment can be uploaded to the Document Manager through the module record you are entering.

How are Daily Reports entered in PMWeb?

A document with Daily Report information will be entered each day in the Daily Reports module. To make the data entry easier, a user can utilize the copy document feature to copy one day's information to another day. The copy process will also include the attachments from the previous day. Any information that is not applicable for the following day, including attachments, will need to be deleted. If the user does not use the copy process, then a new document can be generated each day, which will eliminate the need to delete any duplicate information from the day before.

I used "copy" to create a new Daily Report, however, I noticed that the Company field in the Details section did not copy the information to the new Daily Report record. Is this correct?

Yes. The Company field in the Details section is called a User Defined Field (UDF), which means this is a field we have customized. The data in custom fields do not copy over when using the copy function.

I remember using Issues before to log problems or observations while working on a project site. Does PMWeb have this too?

PMWeb uses the Action Items to track problems or observations. Items are entered in this module to allow you to quickly organize the information, and can be linked to other documents within your project.

I would like to be able to view document information for one project at a time. Is there a way to do this?

Upon opening PMWeb, click the Portfolio link in the blue bar at the top of the screen. When the search screen displays on the left hand menu, enter either the name or the number of your desired school project and click it. Your desired school name will display in the blue bar, which means that all folder documentation will now default to that one project. When you want to change that, click the school name in the blue bar and repeat the process.