BASICS

Includes: Logging In, PMWeb Home Page, Toolbar Options

WHAT IS PMWEB?

PMWeb is an all-in-one web-based modular solution for Construction Program Management projects. It's easy-to-use front end interface allows users easy access to all important documentation relating to construction projects.

LOGGING IN

- **You must have Google Chrome to launch the application**
- The PMWeb URL: **pmweb.njsda.gov**
- Ensure the **Database Name** is correct:
  - ➤ For training, select **PMWeb_Training**
  - ➤ For production, select **PMWeb**
- Pick your **User** name from the list
- Enter your **Password**
- Click **Login**

* If you forget your password, contact the IS Help Desk directly:
- **609-943-4960**
- **MISHelpDesk@njsda.gov**

PMWEB HOME PAGE

The Home Page is the main page that displays when you open the application. It contains the following:

- **Control panel** of menus on left
- **Tabs or dashboards** displayed horizontally in center panel
- Click the **PMWeb icon** to return to this screen any time
- Click the **Silhouette (profile)** to access settings (to reset your password, for example)
- Click the **Magnifying glass** to search for documents
- Click the **Circle/Arrow** to display the most recent documents that were accessed
- Click the **Graduation Cap** to access PMWeb University (not SDA specific)
- Click the **Exit button** to exit application

MASTER VIEW PAGE

The Master View Page is the summary page that displays when you open a menu item. It contains the following:

| | Delivery Me *All* | | Projects | 5240-N10-16-0AEN - 160AEN - Ne | + | 🗑 | | ↻ | ⊞ | X |
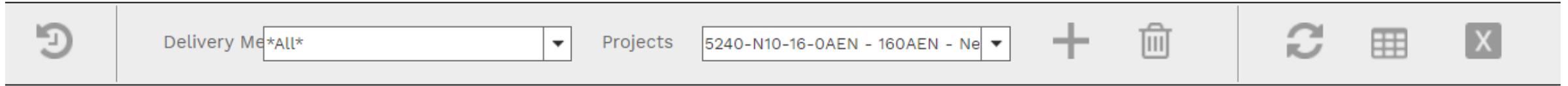
- **Circle/Arrow** – use to search recently entered documents
- **Delivery Method** – use to refine your view to a particular delivery method
- **Projects** – will default to currently selected project; use the drop down arrow to select another project
- **Plus sign** – use to add a new document
- **Double Arrows** – use to refresh your master view page
- **Grid** – use to save a layout for your master view page
- **X** – use to export data from your master view page to Excel

DOCUMENT TOOLBAR

- Use the **1 2 3 button** to return to the Master View page
- Use the **Circle Arrow** to view recently entered documents for that module
- If you have a document open and want to open the same document in another project, use the **project pull-down menu** to search for the project name.
- Use the **Add/Copy** or **Save** buttons during data entry
- Use the **Envelope** to send email
- Use the **Print** button to receive output. **BI Reports** are custom SDA reports or forms.