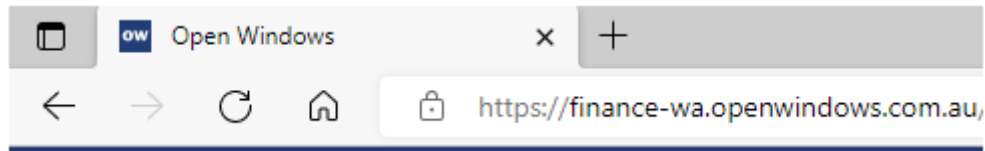




PACMan Login

To log onto PACMan you will need to enter the following URL into the address bar of your Microsoft Edge or Google Chrome. Browser. <https://finance-wa.openwindows.com.au>



You will then need to log into PACMan with your Login and Password, when logging in for the first time you will be provided with an instructional email to assist you.

[Forgot password?](#)

If you forget your password, click on the 'Forgot Password?' link and a password reset will be emailed to you.


If you unsuccessfully attempt your password multiple times and the system locks your account you will need to contact our Systems team via bmwsystemssupport@finance.wa.gov.au.

Log in to Open Windows



Government of Western Australia
Department of Finance





**PROJECT AND CONTRACT
MANAGEMENT SYSTEM**

For technical support, contact
BMWSystemsSupport@finance.wa.gov.au



modular procurement

User Name:

Password:

[Forgot password?](#)

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The Home Page/Dashboard

Once you have logged into PACMan you will see the following Home Page and Dashboard.

Government of Western Australia
Department of Finance

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My Menu

Message Bar

Quick Search

My Inbox

Online Help

Dashboard

Welcome Sladjana Mistic-Pavlovic (OrgAdmin)
You have 2 messages waiting.

No of columns to display: 2 Customise

Recent Contracts (ex. tax)

Number	Contract
21592725	DCWC 15311 WAPF Baldivis PS Co...
21590995	Busselton SHS D&T Compliance U...
1692/0	Coolgardie Primary School Admi...
21592886	Bridgetown HS STEM Constructio...
21592668	Cardno - 15166 - Traffic Consu...
21592596	Universal Constructions - Bum...
21591921	Broome Custodial Facility - Ti...
21592696	FINW0574821 Cannington Communi...
21591925	Arborist Tree Retention Forwar...
21592351	Cost Mgmt Svs - Pathwest Media...

Recent Reports

Report

Supplier Contacts

User Listing

Recent Processes

Process

4.1.15: 21592351 Claim # 2 Cost Mgmt Svs - ...

4.3.118 Create NON-PBA Construction Contra...

5.1.1 21592696 Final Payment Claim FINW05...

PART Loads Project in Project Accounting, ...

1.0 PROJECT Creation 15347 Laverton Police...

Widgets

Widget Dropdown

Left Hand Menu

MY MENU

- Dashboard
- Analytics
- Quick Search
- Global Contract Search
- MY INBOX
 - Priority Reminders
 - Reminders (2)
 - Approvals
 - System Alerts
 - Communications
- PROJECTS
- PRELIMINARIES
- CONTRACTS
- BUDGET
- APPROVAL
- CATEGORY
- PROCESS TEMPLATES
- REPORT SERVICES

PROCESSES

CATEGORIES

PROJECTS

PRELIMINARIES

CONTRACTS

CONTRACT COMPLIANCE

CONTRACT FINANCIALS

SRM PARTIES

The Quick Search

This is located at the top of your home page and allows you to search across all areas of the system i.e. **Projects, Contracts, Processes and Parties.**

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Quick Search:

Go!

Tip: Once you enter the search text and click Go, set the search options to only search across relevant modules. The system will then remember these settings each time you use the quick search. You can search by the record number or name.

Quick Search

Search Text: school Search

Search Option: Processes Preliminaries Contracts Parties Projects Documents

Open Windows/Logo

To return to your **Dashboard** at any point click on the **Department Logo** in the top left hand side of the screen.

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Quick Search:

Go!

Your **Dashboard** will then display on the main screen.

PACMan Glossary

The PACMan Glossary provides a list of definitions for terms and acronyms related to field names in the PACMan Application. This Glossary can be accessed via the following links:


[Glossary-PACMAN-fields.pdf \(sharepoint.com\)](#)

PACMan Documents and Guides

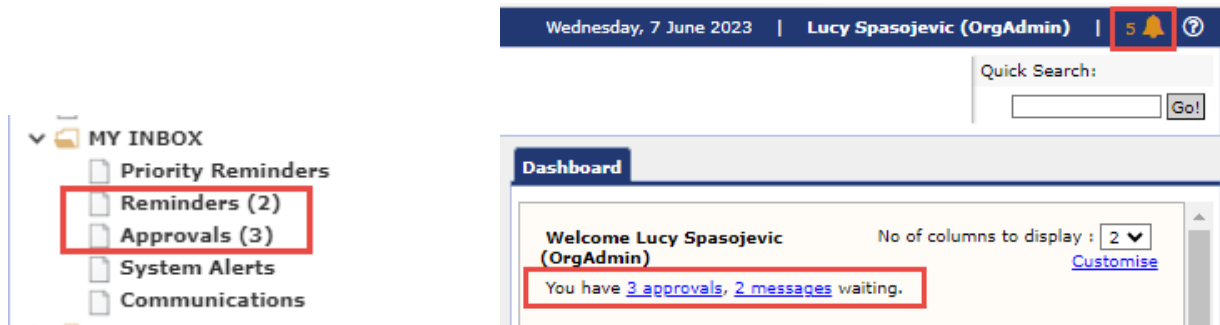
[Project Management - PACMan \(sharepoint.com\)](#)

[PACMan Forms and Support Material \(www.wa.gov.au\)](http://www.wa.gov.au)

PACMan Inbox

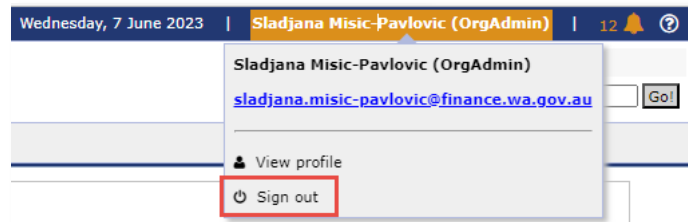
To view your **System Messages, Reminders** and **Approvals** in your **inbox**. Click the  icon in the top right corner of your screen. The system will also show these messages under your login name in the dashboard.

When this symbol shows a number, this is the number of unread messages you have.



Signing Out

To exit the application, click on the **Sign Out** link in the top right-hand corner of your screen under your name.

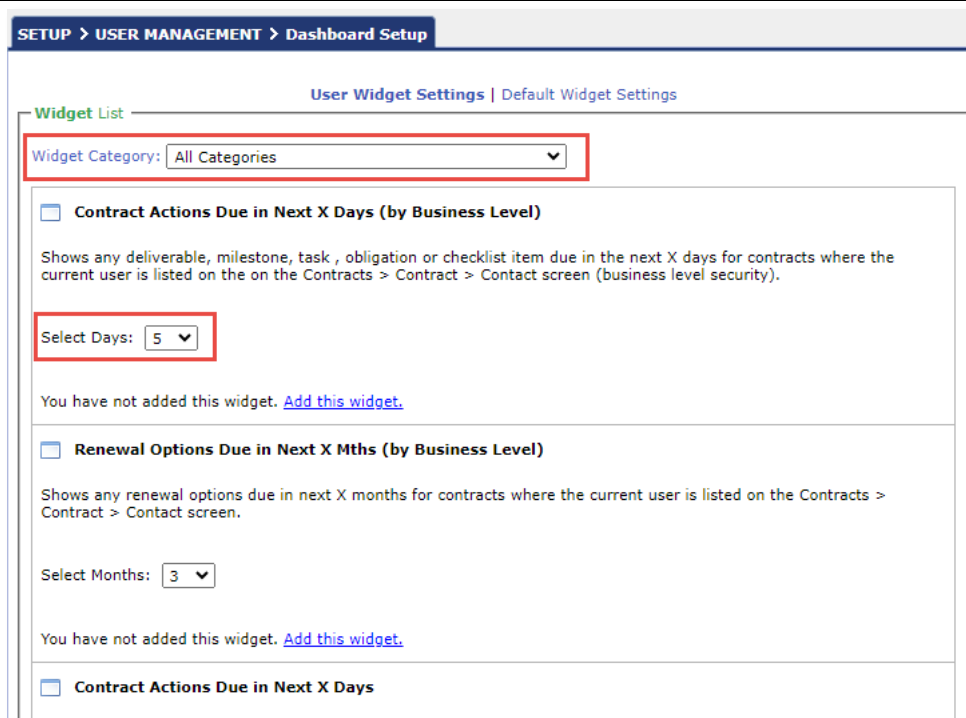


Customising the Dashboard

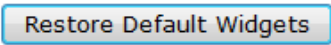
There are a number of widgets that can be added to your Dashboard, these widgets provide snapshots of your profile data. To customise your dashboard select the **Customise** link this will take you to the **Setup > Dashboard Setup** Screen.



Use the **Widget Category** dropdown to locate required Widgets; once you have found a Widget to add your Dashboard select the blue **Add this widget** hyperlink, the hyperlink will then change to read **Remove Widget**.



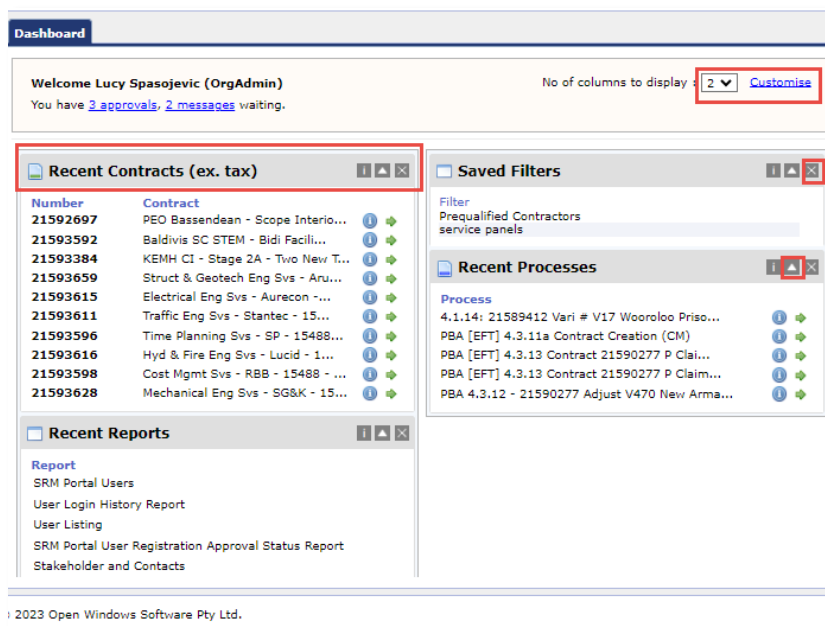
To restore the widgets on the dashboard to the Default set of Widgets click on the button at the bottom of the screen.



Once you have completed your selection click the **Open Windows Contracts LOGO** at the top of your screen to return to the Dashboard. You will now see newly added widgets on the dashboard. Widgets can be moved and positioned on the dashboard by selecting the **grey** title bar and dragging the widget to the new location.





You can customise to display up to three columns:

- Click on the icon for information relating to the widget
- Click on the arrow icon to hide your widget from the dashboard. Click the arrow again for the widget re appear.
- Click on the icon to permanently remove the widget from your dashboard.



The Reminder Bell

The reminder functionality is available for most date fields in the application, a reminder can have one of the following 4 statuses;


	Create Reminder - indicates that the reminder has not yet been created.
	Edit or De-Activate Reminder - indicates a current and active reminder that is scheduled to go out in the future.
	Edit or De-Activate Reminder - indicates the reminder is active but needs to be updated as the End Date set in the reminder is different to the date displayed in the Date Field .
	Edit or Activate Reminder - indicates the reminder record exists however the reminder is not active and is not scheduled to send to any recipients.

Modifying Reminder Properties


Each date field reminder is based on a pre-configured template which can be modified on an individual basis when you are creating the reminder. To view an active reminder click on the **Reminder Bell** next to the **Date Field**. This will open up the **Reminder Properties** screen, from this screen you can modify the properties under each of the 5 tabs.


Original Completion Date: 30/08/2013 
 Revised Completion Date: 30/08/2016 

Reminder Properties
Properties | Recipients | Occurrence | Message | Escalation

Reminder Title: 

Reminder Creator: Lisa Wieczoreck

Start Date: 

End Date: 

Daily Reminders: days before end date.

Sending Options: Email In System Priority
 Deactivate On End Date

The Properties Tab

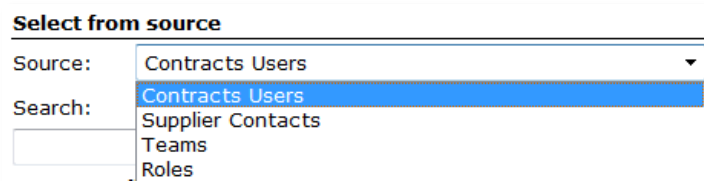
This area allows you to modify the general properties of the template, such as the reminder start/end date, title etc. The fields available include:

Reminder Title:	The name of the reminder which is populated by the system and can be edited if necessary.
Start Date:	The date the email reminder will become active in the system.
End Date:	The date the reminder will deactivate in the system.

Daily Reminders:	Allows you to set the number of days prior to the 'End Date' that the reminder will start sending daily emails.
Email:	When this box is checked the reminder notification will be sent via email to recipients.
In System:	The notification will be sent to the officers 'My Inbox' message area within the application. (Internal officers only)
Priority	The notification will be listed as a Priority in the PACMan system.
Deactivate on End Date:	The reminder notification will become inactive once the 'End Date' has been reached. If this check box is not ticked, reminders will be sent perpetually.

The Recipients Tab

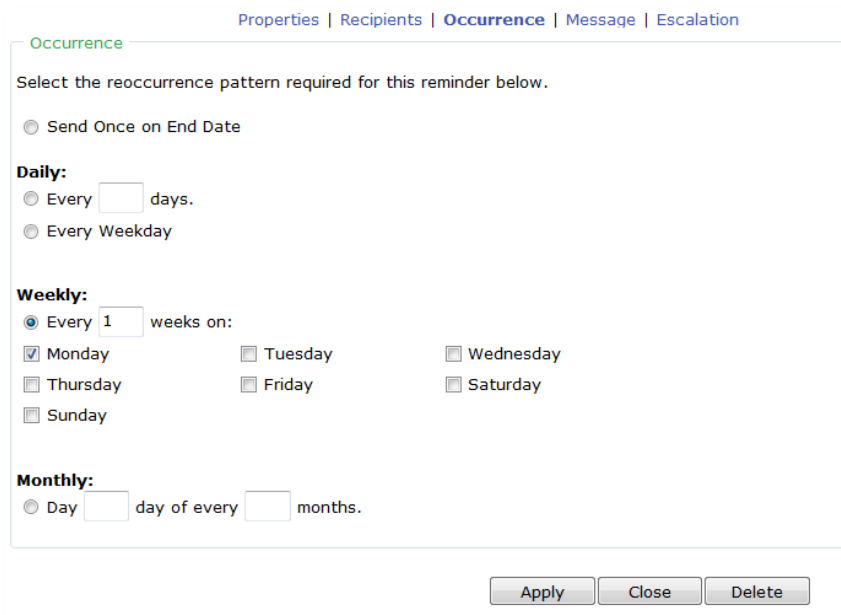
This area allows you to setup which individuals will receive the reminder notification. To edit the Recipient List select the source group from the 'Source' drop-down list to select which type of user group you would like to search.



Use the **Search** field to find the relevant users from the source group you have selected. You also have an option of selecting the appropriate recipient from the text box and/or manually enter their email address into the **Email** field. Select the **Add** to populate the 'Selected Recipients' box.

The Occurrence Tab

This tab allows you to set the required reminder occurrence pattern, i.e. when and how often the reminders are sent out to your recipients. To modify the reminder occurrence set the pattern for the reminder by selecting the appropriate radio dial button and setting the number of days, weeks or months as required.



The Message Tab

This tab allows you to edit the message sent out in the body of the email notification.

Properties | Recipients | Occurrence | **Message** | Escalation

Message Text

This will display in the message body, allowing you to attach a custom message to each reminder.

Insert: All recipients list Template: Contract Reminder Template

The upcoming date "((PROPERTY))" is due in ((DAYS)) day(s).

Contract: ((DATA2)) - ((DATA1))
Party: ((DATA3))
Date: ((ENDDATE))

To edit the Reminder Message:

1. Add or edit the text within the body message text field. You can add your own customised message to the body of the message.
2. Select a message template from the **Template** drop-down list.
3. Select the information you would like to insert into the text by selecting a field from the **Insert** drop-down list
4. Click **Add**.

Tip: To reset the reminder properties back to the Selected Template's properties, select the 'Reset Reminder From Template' button. To reset a reminder's message, select the 'Reset Message From Template' button.

The Escalation Tab

This tab is not currently being used.

Removing a Reminder

To deactivate a reminder, click on the reminder bell next to the **Date Field** to open the **Reminder Properties**.

Original Completion Date: 30/08/2013 
Revised Completion Date: 30/08/2016 


Click the button. This will then generate a warning asking you to confirm you want to delete the reminder.

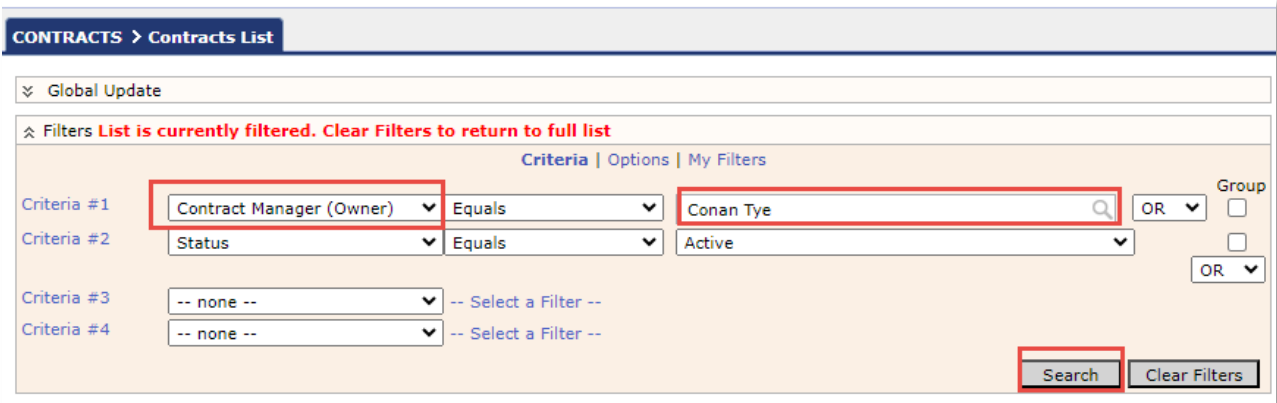
Warning: This will permanently delete the displayed Reminder.
Click on **Cancel** to abort this operation, or click **Confirm** to remove it.

Click the button to proceed with deleting the reminder.

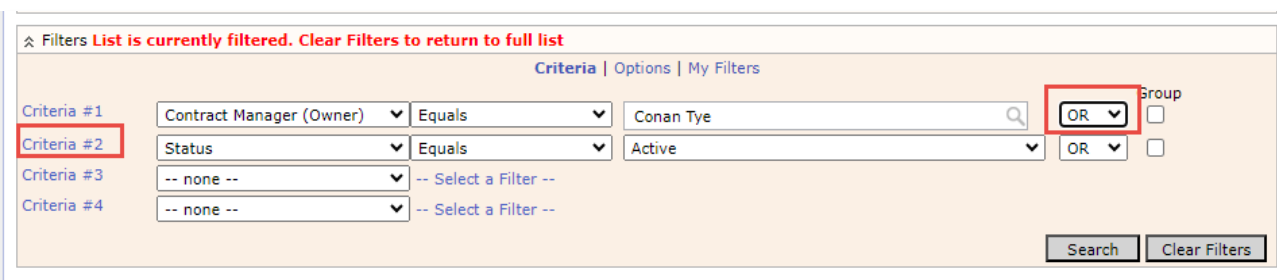
Contract List Filtering

The Contracts List Filters allow you to sort the contract list so that only contracts that meet your set criteria are visible, for example you can use the criteria to show only contracts that have you listed as a Contact or Master Authority, or Contracts that are with a particular supplier for example.

To apply a Contract List Filter, navigate to the **Contracts > Contracts List** screen and expand the **Filters** menu by selecting the  icon. Use the criteria dropdowns to define the criteria before clicking the search button to apply the criteria to the Contract List.



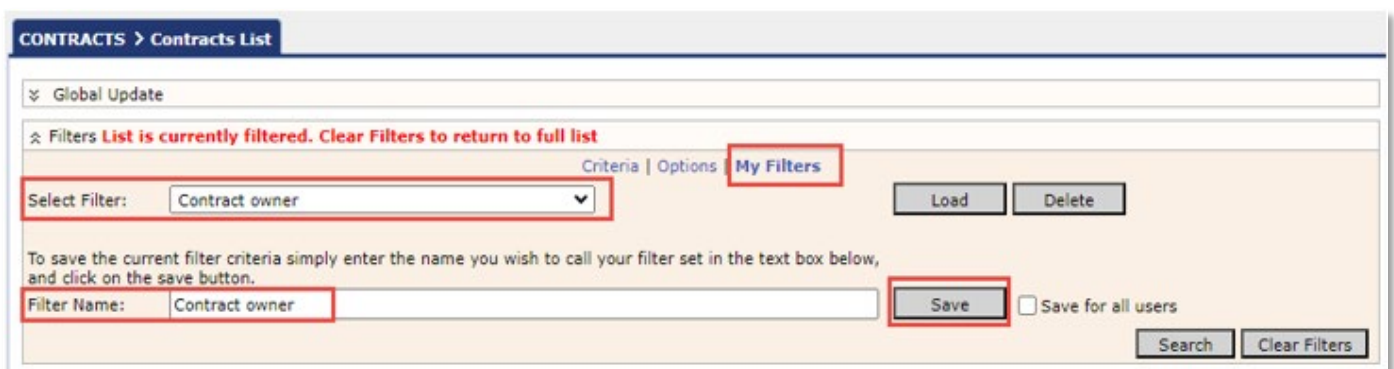
You can also select more than one search by adding multiple Criteria lines and clicking on the OR search function or the AND drop-down search function



You must use the **Clear filters** button to remove the filter from the Contract List; if you do not do this the next time you return to the Contract List screen the system will apply the set filters.

Saving a Contract Filter

A filter can be saved so that it remains available in the **My Filters** tab and within the **Saved Filters** widget. Once you have applied a criteria to the contracts list you can then save it by navigating to the **My Filters** tab. Ensure the **Selected Filter** is set to **Current Filter** and enter a **Filter Name**. Click **Save** to store the filter.



The filter will now be available as an option from the **Selected Filter** dropdown. It will also be visible in the **Saved Filters** widget.

