

## myBWCS User Guide

The Login Page is where users log in to their myBWCS account to access their machine documentation (Figure 1). On this page there are also links to change passwords, reset forgotten passwords, view the user guide, and contact the web portal administrator.

Follow the steps below to navigate to your machine documentation.

1. Enter your email address and the password provided in the email sent from the myBWCS group.
2. Once you have entered your information, click on the Login button (Figure 1).
3. The Company Page will open, showing your company's logo and the locations of the machines available on the web portal (Figure 2). If there are more locations than can be displayed on one page, pages can be selected at the bottom.
4. Click on the location to open the Machine Page (Figure 3). The Machine Page displays all the machines at that location. The machines are listed by serial number.
5. Click on the machine serial number to open the Machine Documentation Page (Figure 4). This page contains links to the documentation available for the machine. The most commonly used documents are organized by category in three separate columns. (If training was purchased, the Training category will include the purchased training materials.)
6. Click on the individual document link to view the document.
7. The complete documentation package is available to download through the link located at the top of the page called "Click here to download all publications and drawings".
8. Click this link to download a zipped folder of the complete documentation

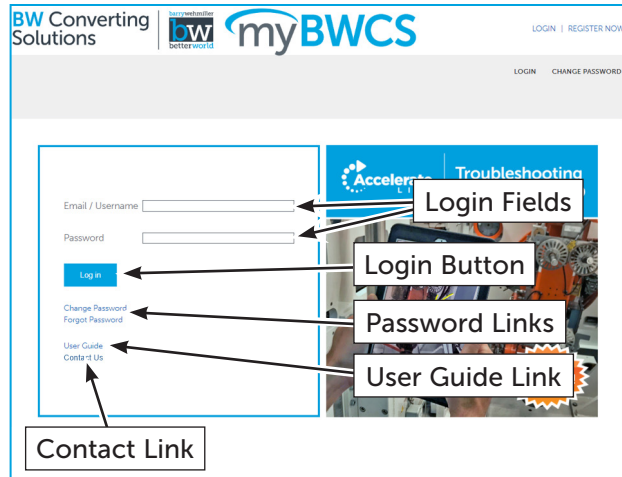


Figure 1: Login Page

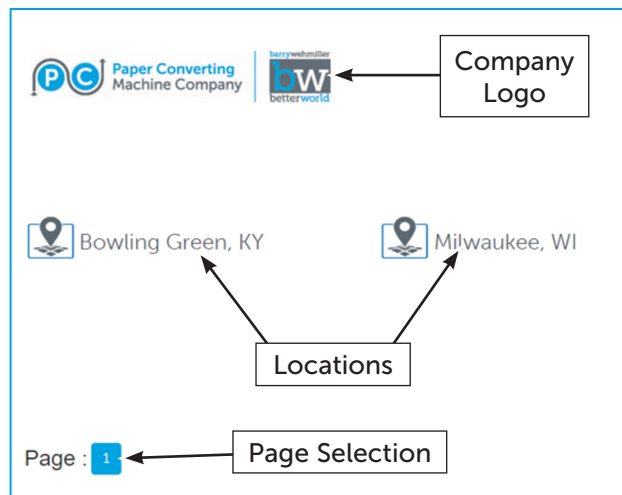


Figure 2: Company Page

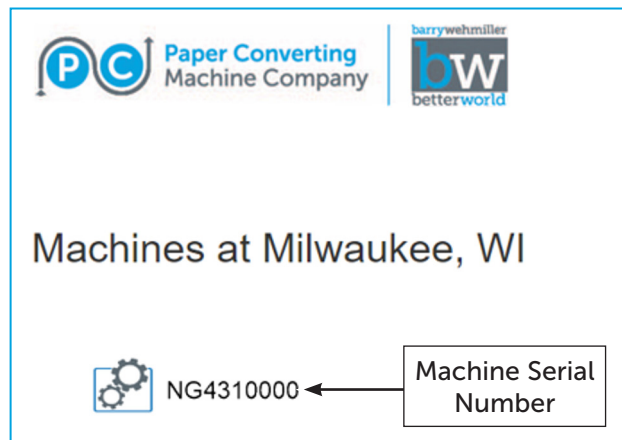


Figure 3: Machine Page

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package which includes the documentation listed in the columns as well as additional documentation such as floor plans, Safety Requirements Specifications (SRS), and modifications.

**Note:** Depending on the vintage of your machine, some modification documentation may be available on the portal. Modification files will be located in the zip file or listed in the Engineering column.

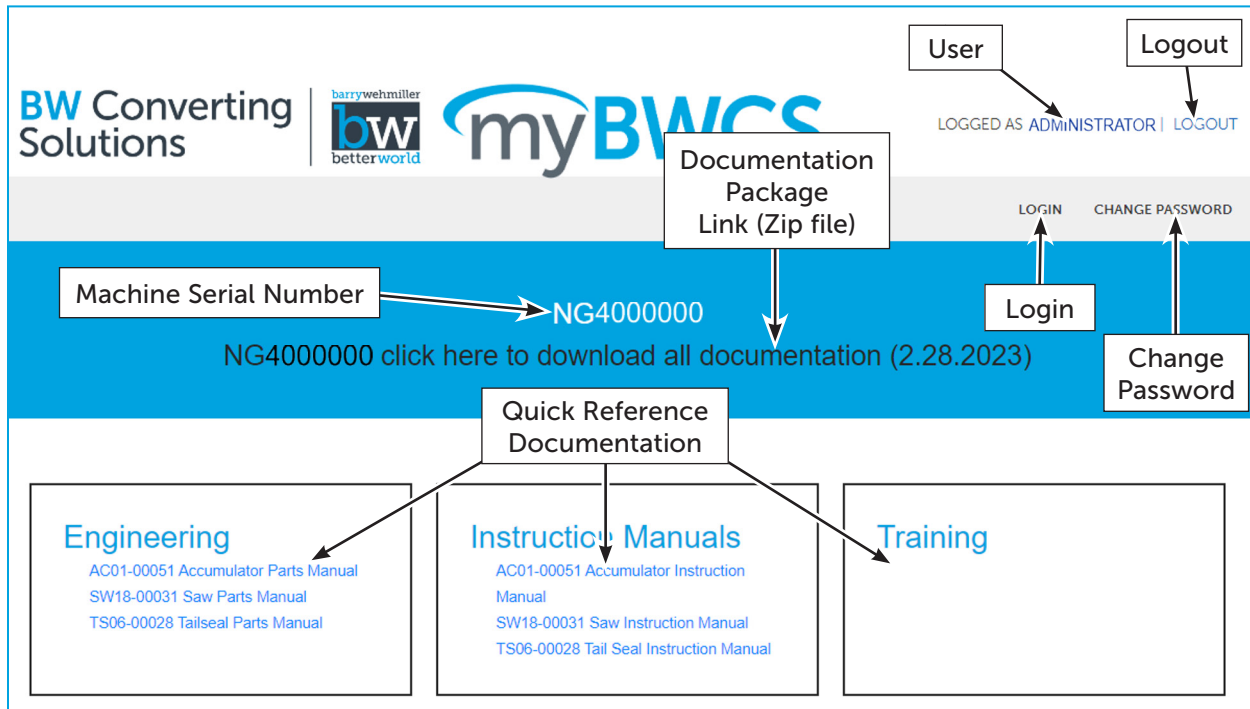


Figure 4: Machine Documentation Page

## Create Update Documentation Jump Drive (EPro Machines)

If the machine is enabled with EPro, the documentation will need to be downloaded from myBWCS, put on a USB jump drive, and updated on the human machine interface (HMI).

1. Click the "Click here to download all publications and drawings" link on the Machine Page. A zipped folder will download.
2. Open the file location containing the zipped folder.
3. Extract the zipped folder.
4. Open the extracted folder. There will be a folder named DOCUMENTATION and a file named Update.txt.
5. Place the DOCUMENTATION folder and the Update.txt file at the root of a blank USB jump drive.
6. Update the documentation on the HMI as directed in the machine instruction manual.