iTWOcx – Login and Layout

Welcome to iTWOcx

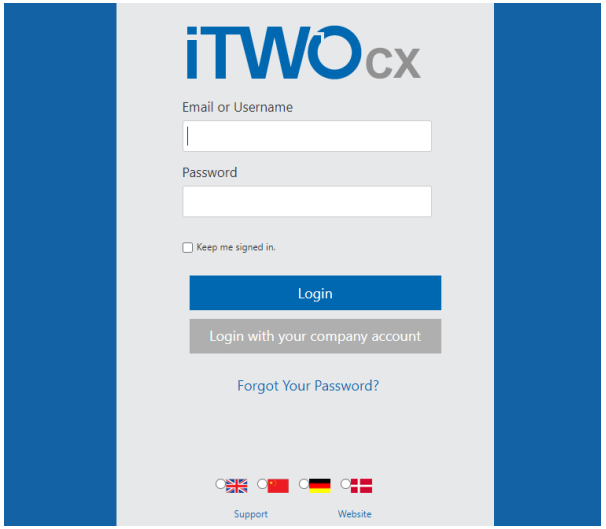
ITWOcx is the system used by Mirvac to store controlled documents and correspondence relating to projects.

This guide contains the information and system steps you need to get started.

Getting Access to iTWOcx

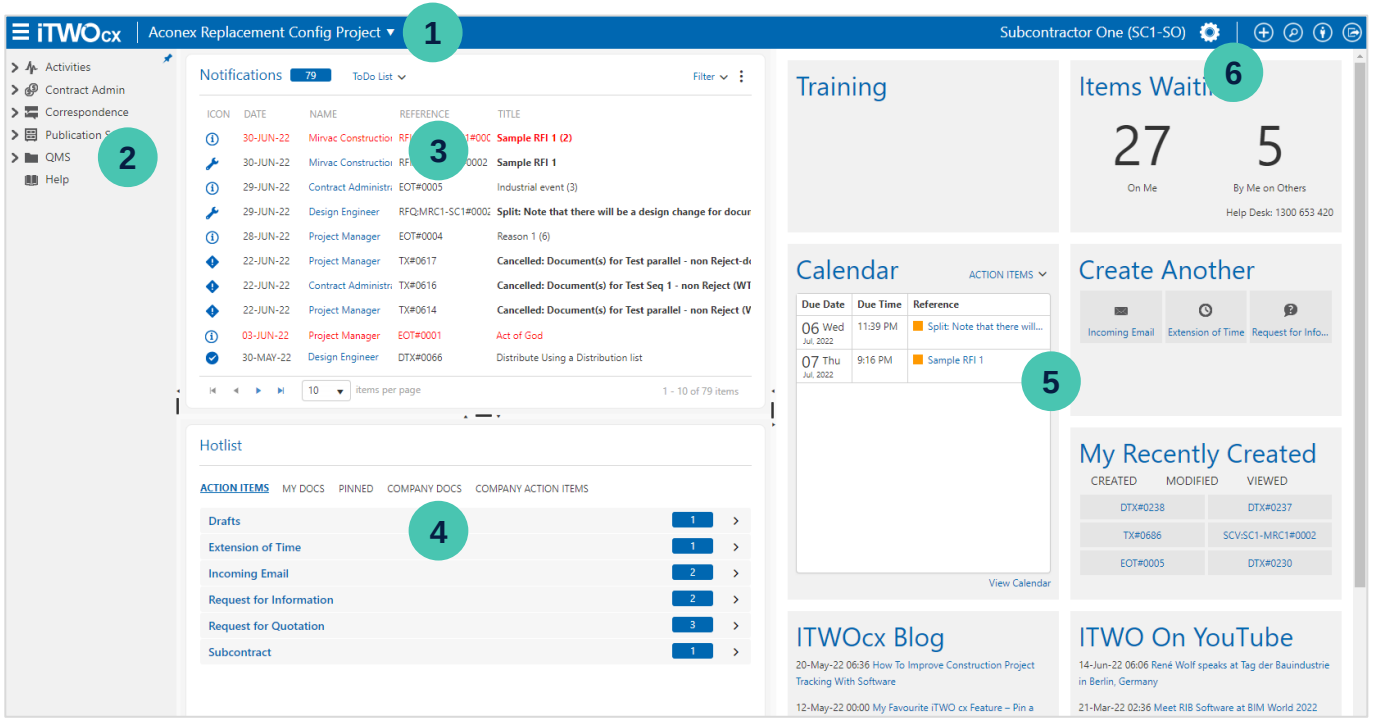
You'll receive an email when you've been added to iTWOcx. Click the link to **activate** the account and **create** your own password.

You'll also receive emails each time you're added to new projects.



Once active, clicking the project link opens the login page. Enter your **email** and **password** to launch the system.

ITWOcx Layout



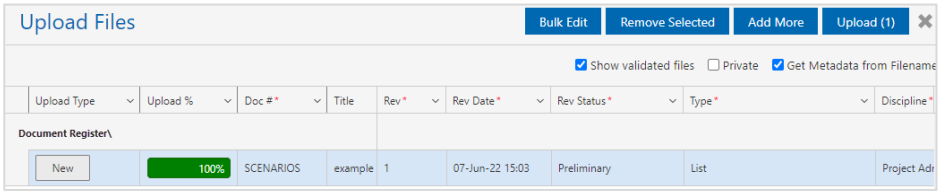
Section	Description
1. Project Name	Current project. The arrow allows quick access to other projects assigned to you.
2. Menu Frame	The modules, folders and registers you have access to is based on your user profile. Click the arrows to expand sections.
3. Notifications	Displays incoming messages including tasks and information with most recent notification on top.
4. Hotlist	Contains action items based on type of notification type. Click an item to view details.
5. Details Frame	Displays useful information and widgets. When items are clicked in Notifications or Hotlist the details are displayed here.
6. Project Toolbar	Allows actions from anywhere within the project – new correspondence, search, logout.

Upload & Distribute Documents

For a video click this link or scan the QR code

1. Click **Publication Space** in menu
2. Open folder **'Controlled Documents'**
3. Drag files into the folder (or click upload

and browse to the file)
4. Complete **required attributes** – Title, Rev Status, Type and Discipline.
   Note: Use **Bulk Edit** to update multiple files at once.



5. Click blue **Upload** button
6. Select **Sent for reason** from dropdown menu
7. Click **Manual Distribution**

8. Add your **nominated Mirvac representatives** to the **Action / Info** field
9. Enter **title** and **message** to send with the documents
10. Click **Done**
11. Click **Done**

To upload a new revision of the document, follow the same steps and distribute to the required people.

When uploading a new revision of an existing document, the only attribute to update is the **Rev Status**.

Document Naming Convention

A standard naming convention is required for new documentation to include the discipline (two letter discipline code), document identifier (name, number or description), company code (four letter code) and the revision (number listed in brackets).

Discipline Code	–	Unique Identifier	–	Company Code	[Revision]
2 letter code		Number, title or description		4 letter code	Number or Letter in [ ] or ( )

Examples of accepted filenames:
- AU-1023-MPDM[2].pdf
- AC-Tower C Level 1-ABCD(A).png

This ensures iTWOcx manages revisions and populates attributes where possible. The codes are available at the end of this guide.

Gatekeeper Process

To ensure adherence to the naming convention, documents will be reviewed by a gatekeeper (nominated Mirvac representatives). They will review the initial upload of each document, check the naming convention and attributes.

- If **everything is correct** they will flag this in the system as gatekeeper approved.
- If there is **something that needs correcting** they will send a correspondence for you to correct it.

Gatekeeper Approved
Yes
No

To update the attributes, view the document in iTWOcx and click the **Details** tab. Click **Edit**, make the required changes and **Save** changes.

If you need to change the filename / doc number, ensure to change your **local copy** as well to ensure revisions are properly tracked.

Create New Correspondence

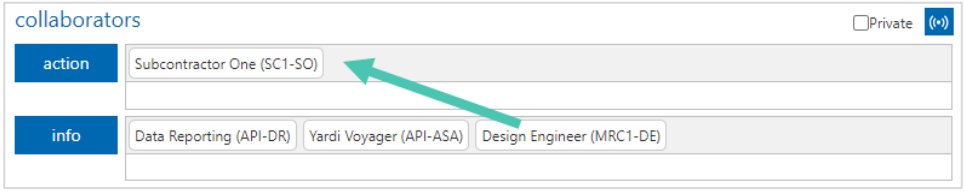
For a video click this link or scan the QR code

1. Click ⊕
2. Select required **correspondence type**
3. Enter **title**
4. Add collaborators (recipients) by typing name into the action field and selecting user from list, or
   - Click **Action** action
   - Highlight required users in the address book and add to the Action or Info sections using the respective **blue button** action > info >
   - Click **Done**
5. Complete any fields and add comments
6. Click **Submit**

Reply to a Correspondence

For a video click this link or scan the QR code

1. View / open correspondence in notification email or Notification List in iTWOcx
2. Click **Respond**
3. Change **action** user (if required) by dragging name from **info** field to **action** field



4. Complete any sections, fields and add comments
5. Click **Submit**

To quickly add a comment / response on the form, you can use the outlook reply buttons. This won't change the action user or status.

Tracking Comments in a Correspondence Thread

Correspondence within iTWOcx works like a conversation thread. As people respond their comments are listed on the form. Users are visible as well as linked documents or correspondence.

Users on the correspondence thread

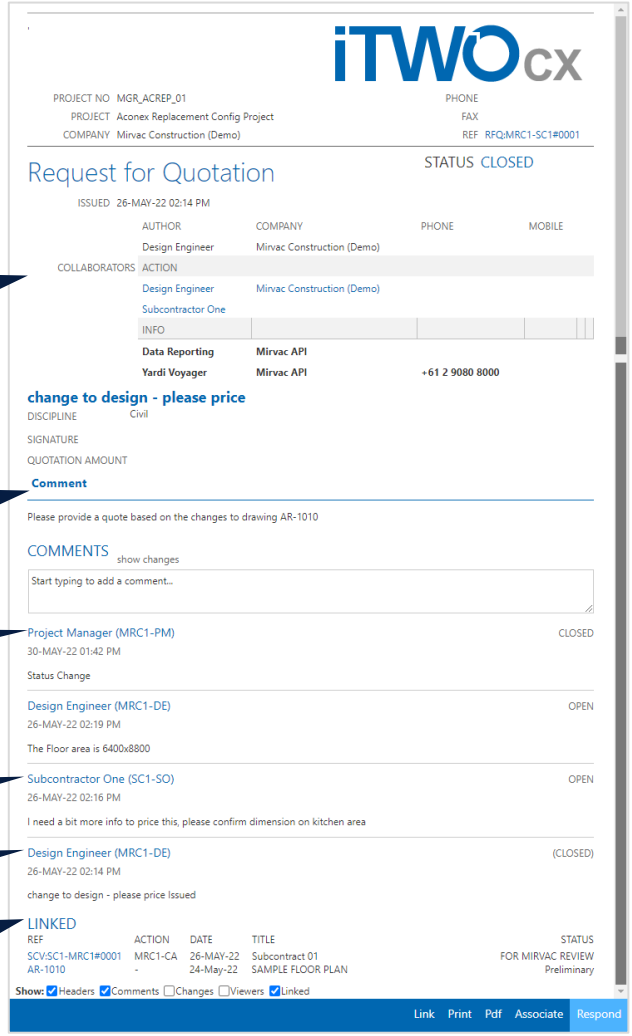
Original request / comment

Most recent response

Second response

First response

Linked correspondence and documents



Split Correspondence

iTWOcx has the ability to split correspondence to create a side conversation that is **linked** back to the original. There are two main reasons to create a split correspondence:

1. To create a related correspondence thread that is linked to the original request to maintain traceability (e.g. a Request For Quotation results in a need for a Variation. Using a split correspondence ensures the Variation can be traced back to the original RFQ).
2. To continue a conversation without some of the users. As users cannot be removed from an existing correspondence thread, the split function can be used to create a new thread that is linked with only some of the recipients.

Split Correspondence – Steps

1. Open / View a correspondence and click **Split**

2. Update **title** (if required)
3. Add collaborators (recipients) by typing name into the action field and selecting user from list, or
   - Click **Action**
   - Highlight required users in the address book and add to the Action or Info sections using the respective **blue button**
   - Click **Done**
5. Complete any fields and add comments
6. Click **Submit**

Ensure any linked documents / correspondence are associated to the split correspondence as they do not automatically link.

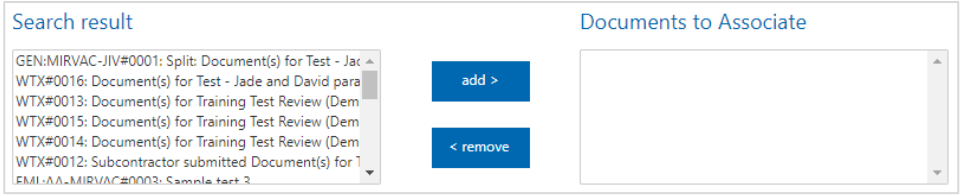
Associating Items to a Correspondence

Documents and/or other correspondence items within iTWOcx can be added to a correspondence via the associate feature to keep relevant information about an issue or process together.

The associate button is available at the bottom toolbar of every correspondence form.

1. Open / View a correspondence and click **Associate**

2. Use the search function to locate the correspondence form or document (refer to viewing / searching section of this guide)
3. Click **Search**

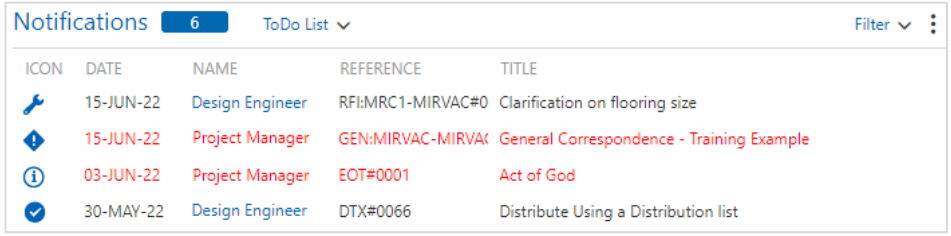


4. Highlight item in Search Result section
5. Click **Add >**
6. Repeat search to add other documents or correspondence forms
7. Click **Save**
8. Continue creating/responding to the rest of the correspondence

After submitting the correspondence the associated items appear in the linked section

Notifications

Items appear in the Notification List within the iTWOcx homepage and are also sent via email. Click an item to view it and complete actions.



The **icons** indicate if you are in the action field (wrench) or info field (i). The exclamation icon (!) shows items that have been in your list for a long time.

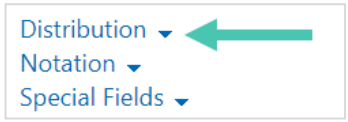
Overdue items appear in **red**.

To remove an item from the list, click the icon. It will change to a tick (✓) and then disappear from the list upon page refresh.

Searching for Correspondence (global search)

For a video click this link or scan the QR code

1. Click
2. Enter **search criteria** (e.g. keyword)
   For more search options expand the sections



3. Click **Search**
4. Matching results appear. Click item to view or complete required actions

The global search is used to locate correspondence and documents.

Searching for Documents (publication space)

For a video click this link or scan the QR code

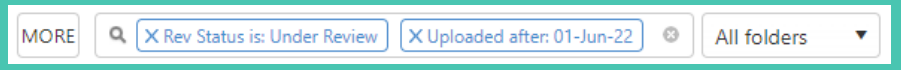
Keyword Search

1. Click **Publication Space** in menu
2. Enter **Keyword** in search field

3. Press **Enter**
4. Matching results appear. Click item to view or complete required actions

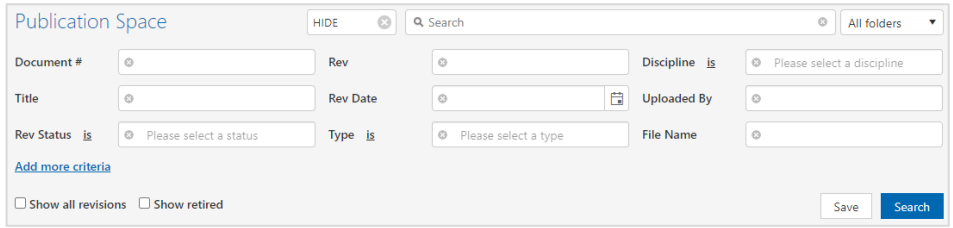
Instead of entering a keyword, press / to see other searchable items (e.g. Rev Status, Discipline, Organisation etc).

Multiple items can be selected for a smart search.



Advanced Search

1. Click **More** for additional search criteria



2. Enter **Search Criteria** (click **Add more criteria** for more options)
3. Click **Search**
4. Matching results appear. Click item to view or complete required actions

iTWOcx – Codes for Document Naming

Discipline Codes

Code	Discipline
AC	Acoustic
AG	Agents
AQ	Aquatic
AR	Architectural
AU	Authority
BC	BCA
BF	Bushfire
CM	Commercial
CO	Commissioning
CT	Certification
CV	Civil
DF	Dry Fire Protection
DG	Digital
DL	Dilapidation
DM	Demolition
EL	Electrical
ES	ESD
EV	Events
FA	Façade
FE	Fire Engineering
FF	Flora and Fauna
FP	Fire Protection
FS	Flooding and Stormwater
GT	Geotech
HS	Health, Safety & Environmental
HT	Heritage
HY	Hydraulic
IR	Irrigation & Water
LG	Legal
LN	Launch
LS	Landscape
ME	Mechanical
MK	Marketing
PA	Project Administration
PM	Project Management
PR	Public Relations
PT	Print
PV	Property Valuation
QA	Quality Assurance
QS	Quantity Surveying
RS	Research
SC	Security
SL	Sales
SN	Signage
ST	Structural
SV	Survey
TC	Telecommunication
TM	Traffic Management
TP	Town Planning
UA	DDA / Universal Access
VT	Vertical Transport
WF	Wet Fire Protection
WM	Waste Management
WP	Waterproofing
WR	Wind and Reflectivity

Company Codes

Code	Company (examples only)
ARUP	Arup Group
JHAC	JHA Consulting
JHOL	John Holland
SIMP	Simpson Kotzman
URBI	Urbis

The company code should be used at the end of the Filename / Doc # to indicate ownership.

Codes are either the first four letters of the company or a logical code such as initials. Companies can make up their own code.

For example:

- Star Electrical = STAR
- John Holland = JHOLL
- Future Form Group Australia = FFGA

Need additional support? Detailed iTWOcx support guides are available at – https://corp-auth.mirvac.com/Residential/mirvac-training-collateral