

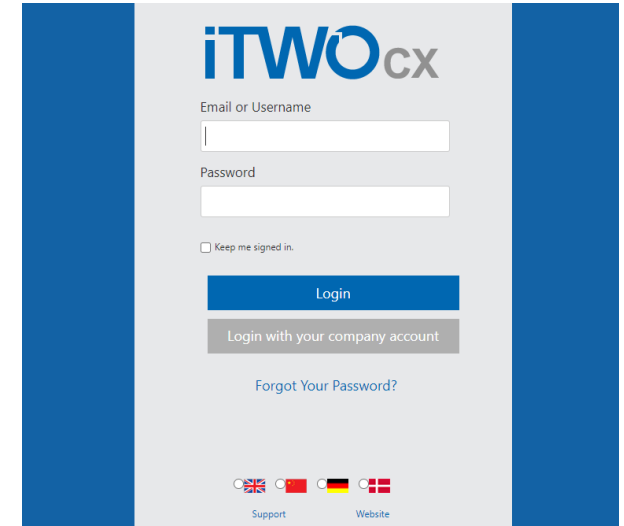
Welcome to iTWOcx

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.

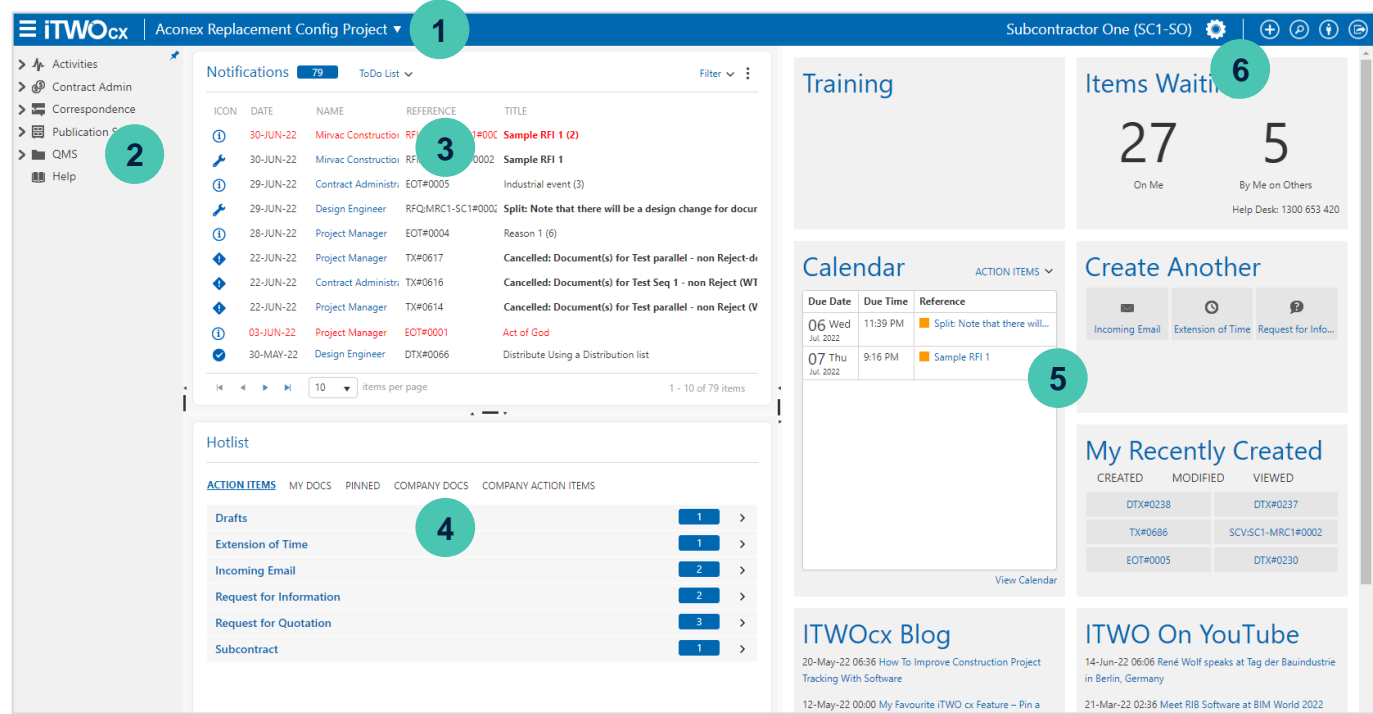
Getting Access to iTWOcx

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




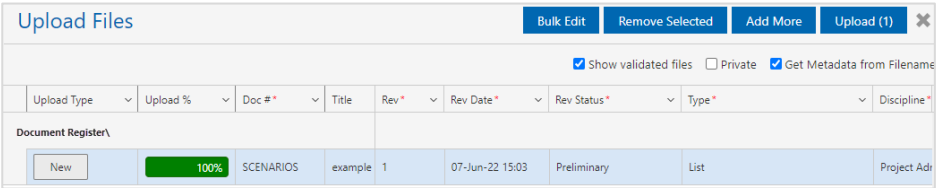
Section	Description
1. Project Name	Current project. The arrow allows quick access to other projects assigned to you.
2. Menu Frame	The modules, folders and registers you have access to is based on your user profile. Click the arrows to expand sections.
3. Notifications	Displays incoming messages including 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

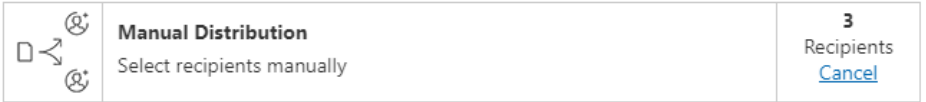


1. Click **Publication Space** in menu
2. Open folder **'Controlled Documents'**
3. Drag files into the folder (or click upload and browse to the file) 
4. Complete **required attributes** – Title, Rev Status, Type and Discipline. Note: Use **Bulk Edit** to update multiple files at once.



Upload Type	Upload %	Doc #*	Title	Rev*	Rev Date*	Rev Status*	Type*	Discipline*
New	100%	SCENARIOS	example	1	07-Jun-22 15:03	Preliminary	List	Project Adr

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




Manual Distribution
Select recipients manually

3 Recipients
[Cancel](#)

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:

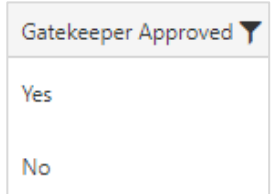
- AU-1023-MPDM[2].pdf
- AC-Tower C Level 1-ABCD(A).png

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**
 - 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**

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

The screenshot shows the 'collaborators' section with a 'Private' checkbox and a '(v)' icon. The 'action' field contains 'Subcontractor One (SC1-SO)'. The 'info' field contains 'Data Reporting (API-DR)', 'Yardi Voyager (API-ASA)', and 'Design Engineer (MRC1-DE)'. A green arrow points from the 'Design Engineer' in the info field to the '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.

The screenshot shows a 'Request for Quotation' form with the following details:

- PROJECT NO:** MGR_ACREP_01
- PROJECT:** Aconex Replacement Config Project
- COMPANY:** Mirvac Construction (Demo)
- PHONE:** [blank]
- FAX:** [blank]
- REF:** RFQ/MRC1-SC1#0001
- STATUS:** CLOSED
- ISSUED:** 26-MAY-22 02:14 PM
- AUTHOR:** Design Engineer
- COMPANY:** Mirvac Construction (Demo)
- PHONE:** [blank]
- MOBILE:** [blank]
- COLLABORATORS:**
 - ACTION:** Design Engineer, Subcontractor One
 - INFO:** Data Reporting, Yardi Voyager
 - MIRVAC API:** Mirvac API, Mirvac API
 - PHONE:** +61 2 9080 8000
- change to design - please price**
- DISCIPLINE:** Civil
- SIGNATURE:** [blank]
- QUOTATION AMOUNT:** [blank]
- Comment:** Please provide a quote based on the changes to drawing AR-1010
- COMMENTS:** show changes
 - Project Manager (MRC1-PM) 30-MAY-22 01:42 PM (CLOSED)
 - Status Change
 - Design Engineer (MRC1-DE) 26-MAY-22 02:19 PM (OPEN)
 - The Floor area is 6400x8800
 - Subcontractor One (SC1-SO) 26-MAY-22 02:16 PM (OPEN)
 - I need a bit more info to price this, please confirm dimension on kitchen area
 - Design Engineer (MRC1-DE) 26-MAY-22 02:14 PM (CLOSED)
 - change to design - please price Issued
- LINKED:**

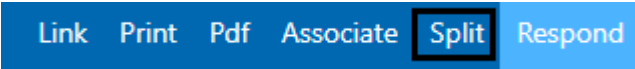
REF	ACTION	DATE	TITLE	STATUS
SCV/SC1-MRC1#0001	MRC1-CA	26-MAY-22	Subcontract 01	FOR MIRVAC REVIEW
AR-1010	-	24-May-22	SAMPLE FLOOR PLAN	Preliminary


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**

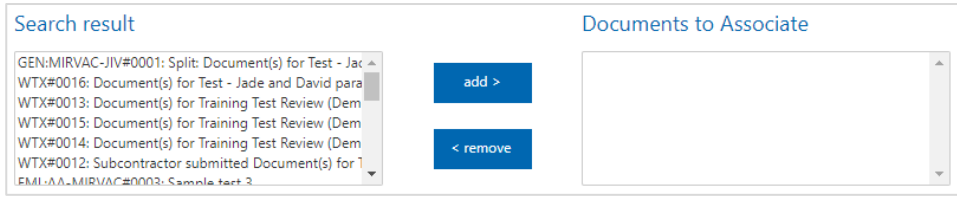
 Ensure any linked documents / correspondence are associated to the split correspondence as they do not automatically link.

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**



The screenshot shows a search results area on the left with a list of documents. The 'Associate' button in the toolbar is highlighted. On the right, there is a 'Documents to Associate' section with an 'add >' button and a '< remove' button.

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

LINKED				
REF	ACTION	DATE	TITLE	STATUS
RFI:SC1-MRC1#0002	MRC1-MC	20-JUN-22	Clarification required - bathroom wall	OPEN
ST-2003	-	08-Jun-22		Preliminary

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.

ICON	DATE	NAME	REFERENCE	TITLE
	15-JUN-22	Design Engineer	RFI:MRC1-MIRVAC#0	Clarification on flooring size
	15-JUN-22	Project Manager	GEN:MIRVAC-MIRVAC	General Correspondence - Training Example
	03-JUN-22	Project Manager	EOT#0001	Act of God
	30-MAY-22	Design Engineer	DTX#0066	Distribute Using a Distribution list

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)

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.

For a video click [this link](#) or scan the QR code

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

Discipline Codes

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