

# ITWOCX ACTIVITES USER GUIDE

## **Activities Module**

- iTWOcx Landing Page
- Notifications
- Hotlist

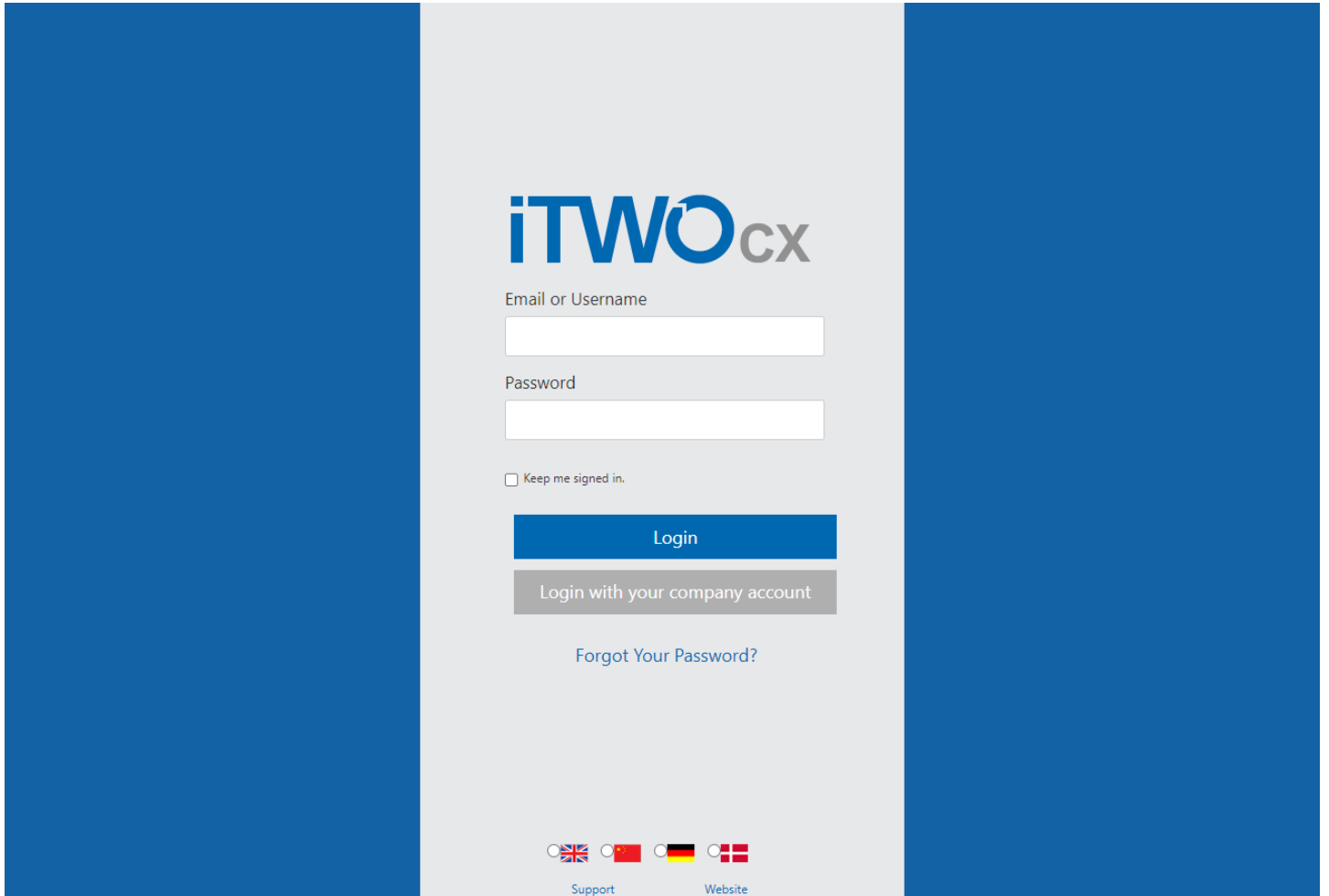
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# 1 iTWOcx System

iTWOcx is a collaborative construction project management system used for projects across Mirvac for Tenders, Document Control, Quality and Contract Administration. The different modules within iTWOcx are available based on user access levels and project setup.




This guide introduces the layout of iTWOcx and the Activities Module.








## 2 iTWOcx Landing Page

When opening an iTWOcx project, the **Activities** module is presented as the landing page. This page contains important information such notifications that require actions, upcoming events and quick access to create forms. This page is accessible at any time by clicking the **iTWOcx logo** at the top of the screen.

The landing page is broken down into different sections.

Screen Element	Description	
1. <b>Project Name</b>	Identifies the current project. Each project has a unique name and URL. The arrow  allows quick access to other projects assigned to the user.	
2. <b>Menu Frame</b>	Shows modules, folders and registers. Visibility is based on user profile. Click the arrows  to expand sections. Click  to collapse the menu frame	
3. <b>List Frame &gt; Notifications</b>	Displays incoming messages including tasks and information with most recent notification on top. Icons provide useful information on the required actions. Click an item to view details. Details are displayed on the right of the screen.	
4. <b>List Frame &gt; Hotlist</b>	Summary of action items based on type of notification type. Click an item to view details.	
5. <b>Details Frame</b>	Displays useful information and widgets to assist workflow. When an item is selected in notifications or hotlist the section displays the message here.	
	Widget	Description
	<b>Training</b>	Lists any upcoming RIB training events.
	<b>Items Waiting</b>	Displays the number of items waiting for the user and those waiting for other users on the project.
	<b>Calendar</b>	Upcoming tasks or forms in the next 7 days.
	<b>Create Another</b>	Used to create a form based on previously created form.
	<b>My Recently Created</b>	A snapshot of recent forms that have been created, modified or viewed.

Screen Element	Description	
6. <b>Project Toolbar</b>	Allows actions from anywhere within the project	
	Icon	Description
		<b>Project Tools</b> – access to Contact Details, Project Report, Multi-Project Summary
		<b>Add</b> – used to add a new calendar entry, create a new correspondence or form
		<b>Search</b> – used to perform a global search across all items in project
		<b>Contacts</b> – list of users that you can correspond to... not everyone attached to the project. Check who can add – project admin??
	<b>Logout</b> – logout of iTWOcx	
7. <b>Help</b>	Provides access to iTWOcx system knowledgebase.	

### 3 Notifications

**Notifications** displays any correspondence or form received across the project. It is a detailed 'to do' list of outstanding information to be reviewed or actioned.

Items are listed chronologically with the most recent item at the top of the list. The list shows when a notification was received, by whom and the corresponding reference number and the title of the message.

ICON	DATE	NAME	REFERENCE	TITLE
	02-MAR-22	Electrical Subcontr	RFI:SM-HCMC#0001	MSB
	16-FEB-22	Account Manager	AP#0008	Work Lot - Zone: G1, WBS: N (100-600) - LV CABLES (PREC)
	01-FEB-22	ADMIN	ITP1#0004	ITP - LV CABLES (SITPX) [Rev 4]
	01-FEB-22	ADMIN	ITP1#0003	ITP - LV CABLES (SAMP7) [Rev 5]
	17-NOV-21	Account Manager	ITP#0013	ITP - CIVIL (DRBK) [Rev 1] (3)
	17-NOV-21	Account Manager	MEET-MT01-#0002	Type: MT01 Location: HCO (4)
	03-NOV-21	ADMIN	BGT#0013	Overall Budget A (2)
	03-NOV-21	ADMIN	BGT#0012	Overall Budget (2)
	15-OCT-21	ADMIN	CTR:MAYBU-SM#000	EXCAVATION
	30-SEP-21	ADMIN	DEF#0003	Defect /BEM ELECTRICAL (2)

Icons and colour coding help identify the action required.

Icon	Description
	An item requires <b>action</b> to be taken.
	An item has been issued for your <b>information</b> only.
	An item is <b>overdue</b> or has been visible on the To Do list from more than 3 days. Overdue actions are displayed in <b>red</b> .
	Indicates the notification will be <b>removed</b> from the list when the page is refreshed.

The items showing on the Notification list can be changed by selecting another view or by filtering the results.


ICON	DATE	NAME	TITLE






This is useful to quickly sort into notifications that require action.

The columns that appear on the notification screen are managed by clicking the dots . To reset columns to the default view click the dots and select **Reset View**.

### 3.1 Managing Notifications

To read a notification, click an item to view the details. Details are displayed on the right-hand side of the screen. Depending on the type of notification there are different actions that can be taken (e.g. Print, Split, Respond etc.).

Quick actions are available in the notifications list. Hover to see the more actions icons .

Icon	Description
	<b>Pin.</b> Pins the notification to the hotlist to provide easy access in the future.
	<b>Split Correspondence.</b> Opens a copy of the correspondence / form in a new window so it can be shared with users (without needing to respond to everyone on the original notification). This creates a new form with its own reference number.
	<b>Respond.</b> Opens the Respond notification in a new window. Relevant information or comments can be added.
	<b>Print.</b> Download a copy of the notification. Provides the option to print a single copy or one for each action person.
	Turn off notifications.




Ensure you clear notifications from your To Do list when you have completed the required action by clicking the icon. This helps to manage your work as it only displays items requiring action. Important information can be pinned to the hotlist for future reference, rather than searching through a list of items.

## 4 Hotlist

The hotlist is a quick way to view notifications for action and those that were created by the user for others to action and any specific notifications that have been pinned for easy reference can be accessed. It also shows a company view of outstanding actions or documents.

The screenshot shows the 'Hotlist' interface with the following categories and counts:

Category	Count	Action
Drafts	1	>
Assets	3	>
Commissioning Documents	1	>
Defect Register	5	>
Document Review	2	>
Green Star As-Built	1	>
ITP Checklist Template	5	>

Action	Description
1. Click <b>arrow</b>	Click the arrow  to expand the section to view the individual items. Result shown below with details about the action.

The screenshot shows the 'Hotlist' interface with the 'MY DOCS' tab selected. The 'Document Review' section is expanded, showing a table with the following data:

REFERENCE	DATE	BY	ACTION	TITLE	STATUS
#0034	22-MAR-22	MIRVAC-KH1	MRC-SEPE1	Document(s) for	IN PROGRESS

Navigation in the Hotlist is by clicking on the relevant tabs.

Tab	Description
<b>Action Items</b>	Items waiting for your action. Documents or correspondence / forms that have a due date and are marked for your action automatically appear here.
<b>My Docs</b>	Documents created by you that are waiting for action by others.
<b>Pinned</b>	Items that have been saved for quick access, regardless of their status. Items stay pinned until they are manually removed.
<b>Company Docs</b>	Documents where someone from your company has been added as an info or action.
<b>Company Action Items</b>	Open items (documents or correspondence / forms) waiting for someone within your company to action.



## 5 Glossary of Terms / Acronyms

Term / Acronym	Definition
iTWOcx	The collaborative construction project management system.
RIB	Vendor responsible for iTWOcx system.

## Document Control

Version	Date	Prepared By	Reason for Update
V0.1	01/04/2022	Kylie Hall	Document Creation
V1.0	01/08/2022	Kylie Hall	Published

## Review / Sign Off

Name	Role	Review / Sign Off	Date