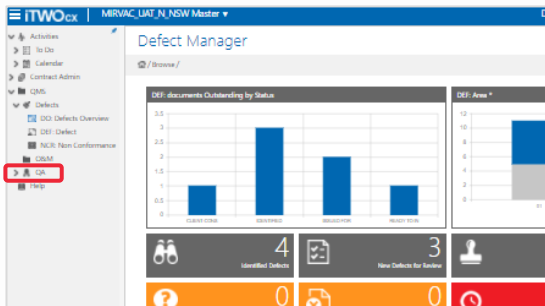


This Quick Reference Guide (QRG) will provide all users (Mirvac A&C, Mirvac Managers, Subcontractors, External Consultants, and Owner/Tenant) on overview of the Defects and Quality Assurance (QA) Dashboards in iTWOcx. **Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

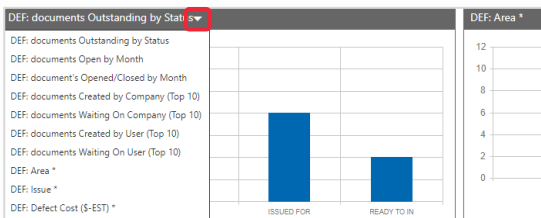
### Defects Dashboard

The Defects Dashboard snapshots the rectification works that have been completed by the subcontractor and any works that are ready to be inspected.

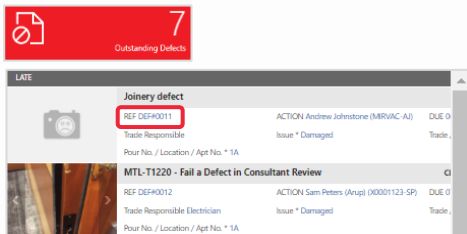
1. Access the Defects Dashboard by clicking on **Defects** in the menu.



2. To access a full list of graphs, click on the **triangle icon** and select from the drop-down list.



3. Many **Widgets** are available. For e.g. if you click on the **Outstanding Defects** widget, this displays a list of defects that are not yet resolved.

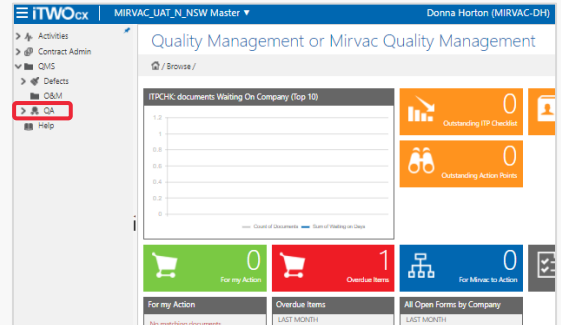


4. To view the details of a defect form, click on the **reference number**.

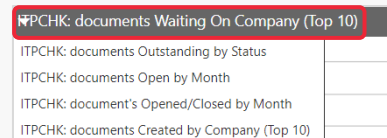
### Quality Assurance (QA) Dashboard

Use the QA Dashboard to manage quality on a project. It uses graphs and widgets to show exactly what items require attention.

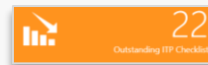
1. Access the QA Dashboard by clicking on **QA** in the menu.



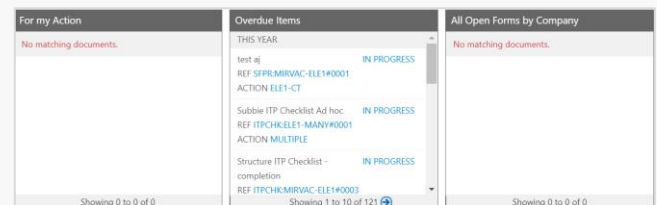
2. To access a full list of graphs, click on **title of the graph** and select from the drop-down list.



3. Many **Widgets** are available. For e.g. if you select the **Outstanding ITP Checklist** widget, this displays a list of ITP Checklists that are not yet resolved.



4. To view the details of a form, click on the **reference number**.
5. You can also use the **List Widget** (grouped list of forms).



**Note:** Breadcrumb browsing provides an easy way to search for data. Click on **Browse by** > choose a category and then select additional search criteria. Once ready, click **Search**.

