

## User Guide for Subcontractors

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Not available on mobile

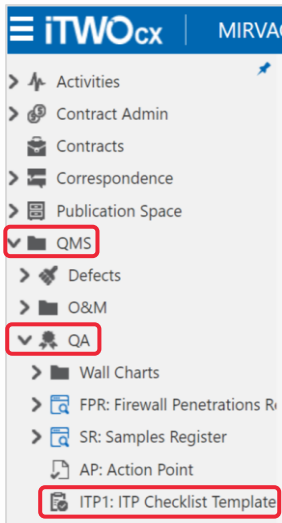
#### Completion

Not available on mobile

This Quick Reference Guide (QRG) will show Mirvac Subcontractors how to create and respond/complete an Inspection Test Plan (ITP) Checklist. **Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

**Note:** You can create a checklist from a Mirvac template or subcontractors can create an ad-hoc checklist upon a Project Engineer's approval – refer to the steps in the **QRG: Create and respond to an ad-hoc ITP Checklist**.

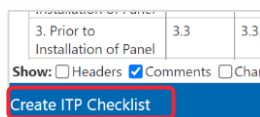
1. On the **Homepage**, select to expand the **QMS** module > **QA** > **ITP1: ITP Checklist Template**.



2. This will open the **ITP Checklist Template** screen. Find the approved ITP template you wish to create a Checklist from and click on the template's **Title**. For e.g. **Precast Lift Plan ITP (Do Not Edit)** was selected.

Issued	Reference	Modified	Author	Attention	Title
13-SEP-21	ITP1.MRC-MRC#0012	13-SEP-21	MRC-SEPE1	MRC-ROM1	Glazed Balustrade ITP - AJ
13-SEP-21	ITP1.MRC-MRC#0011	13-SEP-21	MRC-SEPE1	MRC-ROM1	Waterproofing Below Ground ITP (DO NOT EDIT)
13-SEP-21	ITP1.MRC-MRC#0010	17-SEP-21	MRC-SEPE1	MRC-ROM1	Detailed Excavation ITP (DO NOT EDIT)
02-SEP-21	ITP1.MRC-MRC#0007	17-SEP-21	MRC-SEPE1	MRC-ROM1	Structure ITP (DO NOT EDIT)
02-SEP-21	ITP1.MRC-MRC#0006	17-SEP-21	MRC-SEPE1	MRC-ROM1	Precast Lift Plan ITP (DO NOT EDIT)

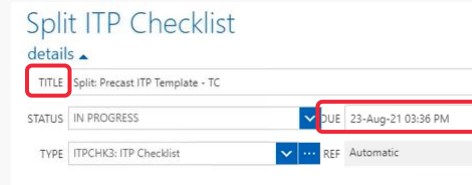
3. Select **Create ITP Checklist** (bottom left of ITP details screen).



The **Split ITP Checklist** screen opens. This step splits and copies the data from the **Precast Lift Plan ITP** template into a new form to create your checklist.

Starting at the top of the **ITP Checklist** form:

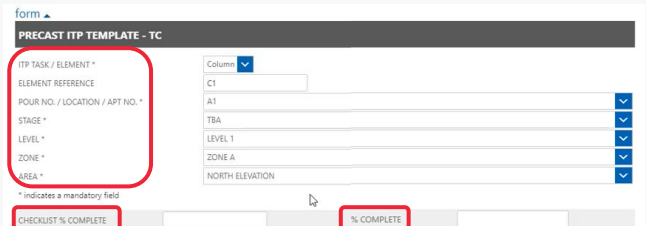
4. All fields in the **Details** section are prepopulated. If required, change only these fields:
  - a. Add a **Title**.
  - b. The **Due** date.



5. In the **collaborators** section:
  - a. Enter subcontractor(s) who will action/approve the checklist by typing in their name (or click the **action** button to search the address book).
  - b. Add any relevant recipients for information by typing in their name or pressing the **Info** button to open the address book.



6. Skip the default **Attachments** section as it not required for checklists.
7. For each field on the **form**, select the appropriate option (from the drop-down), noting an asterisk \* is mandatory.
8. The **Checklist % Complete** and **Quality % Complete** fields auto-populate as each line item on the checklist and the quality assurance progresses.



**Note:** When an ITP is done on a mobile app, the **Checklist % Complete** will not auto-update. You will need to untick/tick again on the **Checked** column to update.

- For each checklist line item, populate the columns as appropriate. Click on the **three dots or ellipsis** to display more options.

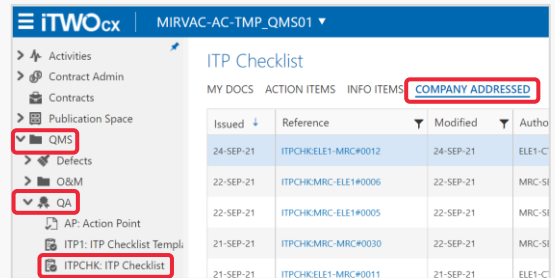
TYPE	ITEM NO.	CONSTRUCTION / INSPECTION ACTIVITY	REFERENCE DOCUMENTS & SPECIFICATIONS	IC
1. Prior to Pouring Slab	1.1	1.1.1 Surveyor as-built to existing dowels and setout panel complete	<input type="text"/>	H
1. Prior to Pouring Slab	1.1	1.1.2 Propping Cast-ins installed in line with manufacturers	<input type="text"/>	M

- Attach any **Reference Documents & Specifications** relevant to this item.
- Inspection Criteria or IC is auto-configured for each project. It can be:
  - H – Hold Point
  - M – Monitor
  - N/A – Not Applicable.
- For **Responsibility**, click on the **ellipsis** to open the **Select Contact** screen to search from companies and subcontractors. When the contact is selected, click **OK**.

**Note:** The contact is now added. If the same contact is responsible to another item, copy and paste their ID code into the **Responsibility** field.

- Enter **Comments / Notes** that may be required to assist the subcontractor in completing this item.
  - Please ignore the **Related** column.
  - In the **Attachments** column, the subcontractor will upload evidence to support the completion of that item.
- Click **Submit** to issue the checklist to those listed as **collaborators** (an email notification will be sent) or **Save as Draft** if required.

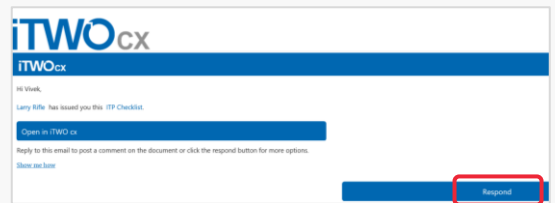
- To respond/complete a checklist, access the checklist either from:
  - The **Homepage > QMS module > QA > ITPCHK: ITP Checklist**. Click the **Company Addressed** tab and search for the checklist assigned to you.



- Then click on the **checklist name** to open the details screen, then click **Respond**.



- Click on **Respond** from within the Email Notification to open the checklist directly from iTWOcx.



- For each checklist item assigned to you:
  - Add any **Attachments** as evidence of completion.
  - To sign off that item, tick the **By Subcontractor** box or tick N/A if this line item is Not Applicable.
  - Your name and date is auto populated in the date field.



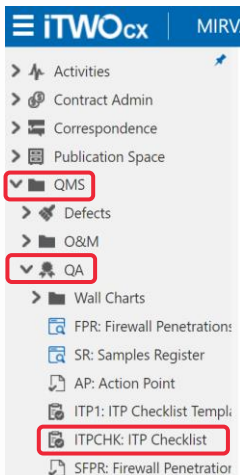
- Click **Submit** (bottom of screen) save and send the checklist back to Mirvac to action.

*Steps Complete*

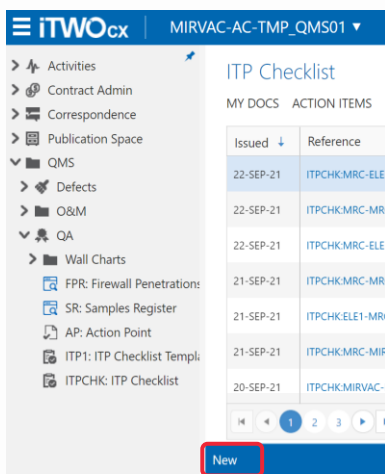
This Quick Reference Guide (QRG) will show Mirvac Subcontractors how to create an ad-hoc Inspection Test Plan (ITP) Checklist. **Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

**Note:** Subcontractors can create an ad-hoc checklist upon a Project Engineer's approval, otherwise create a checklist from a Mirvac template – refer to the Steps in **QRG: How to create and respond to an ITP Checklist**.

1. On the **Homepage**, select to expand the **QMS** module > **QA** > **ITP1: ITP Checklist Template**.



2. This will open the **ITP Checklist** screen. Click **New** to create a new checklist.



Starting at the top of the **New ITP Checklist** form:

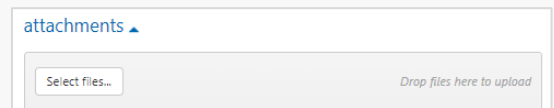
3. Most of fields in the **Details** section are prepopulated. If required, add and change only these fields:
  - a. Add a **Title**.
  - b. Amend the **Due** date.



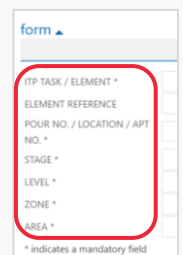
4. In the **collaborators** section:
  - a. Enter the name of the Mirvac Project Engineer who will approve the checklist by typing in their name (or click the **action** button to search the address book).
  - b. Add any relevant recipients for information by typing in their name or pressing the **Info** button to open the address book.



5. Click **Attachments** to upload your scanned checklist and other files to support this checklist.



6. For each field on the **form**, select the appropriate option (from the drop-down), noting an asterisk \* is mandatory.

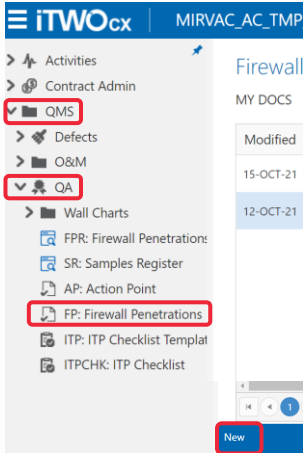


7. Disregard the grey/non-editable tables. These are only required when using a Mirvac template.
8. Click **Submit** to issue the checklist to those listed as collaborators (an email notification will be sent) or **Save as Draft** to complete the form later.

*Steps Completed*

This Quick Reference Guide (QRG) will show Mirvac subcontractors how to create and respond to a Firewall Penetration Form in iTWOcx. **Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

1. To create a new form, from the **Homepage** either:
  - a. Expand the **QMS** module > **QA** > **FP: Firewall Penetration Form** > click **New**.



- b. Or on the **Project Toolbar**, click on the **Create New icon** and select **QMS > Quality > FP: Firewall Penetration Form**.



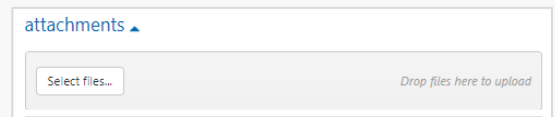
The **New Firewall Penetration Form** screen opens. Starting at the top of the form:

2. In the **Details** section:
  - a. Add a **Title**, e.g., Concert Firewall Penetration Form.
  - b. The approval workflow **Status** defaults to **In Progress**.
  - c. The **Type** is auto-populated from the chosen form type.
  - d. A default **Due** date is populated. Change if due date is incorrect.
  - e. A **Ref** number is automatically assigned.

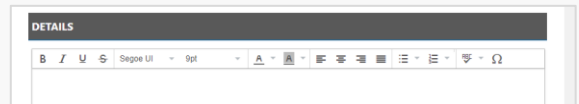
3. In the **collaborators** section:
  - a. Enter the person's name who will **action** the form by typing in their name (or click **action** to search the address book).
  - b. Type in the name(s) of any other recipients you would like to include for their Info or click **Info** to open the address book.



4. Click **Attachments** to upload your scanned checklist and other files to support this checklist.



5. (Optional) Add additional **Details** about the form.

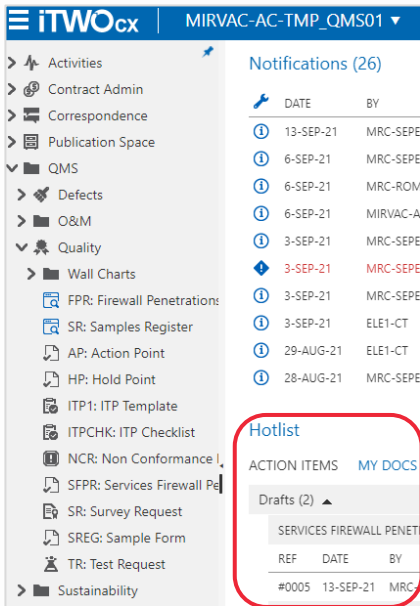


6. For each field on the **Lot Details** section, either select an option (from the drop-down) or type in the details, noting an asterisk \* is mandatory.

7. Once the relevant fields are filled in, click **Submit**. This Sample Form will now be sent to the subcontractor to complete.
8. Or click **Save as Draft** to return and complete the form later.

### Access your draft Form

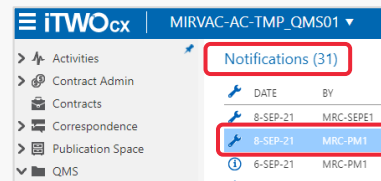
- To access your draft Form, go to the **Homepage > Hotlist > Action Items** tab > **Drafts > Firewall Penetration Form**.
- Click on the **Form** you want to edit.



- Then click on **Edit** to open the Form.
- Fill in the required field(s), and when complete, click **Submit**. This Form will now be sent to the subcontractor to complete.

### Respond to a Form

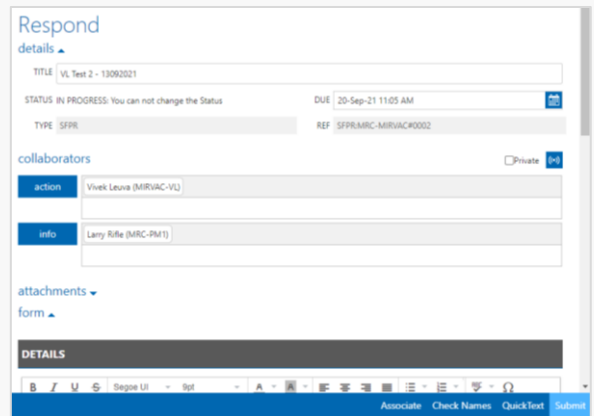
- If Mirvac has created the Form or you are assigned as the subcontractor to complete this activity, please open (to action) the form, from either:
  - The email notification – click on the link to open the form directly in iTWOcx.
  - Or from the **Homepage > Notifications** screen. Now, click on the form name to open the details.



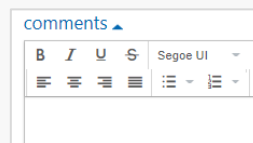
- Click **Respond** to open/edit the form.



- The Respond window will open. Review each field, attachments and comments on the form, and if required, enter any extra details into the **Details** section.



- Scroll down and add a comment in the **Comments** field.



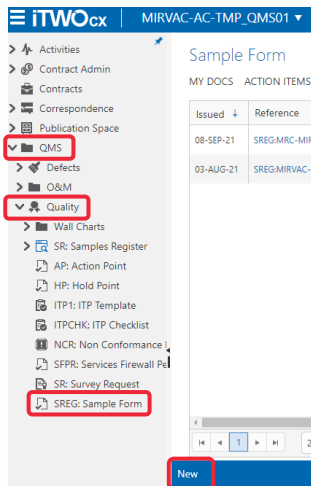
- Finally click **Submit**. Persons added as collaborators will receive a notification that you have updated the form.

*Steps Complete*



This Quick Reference Guide (QRG) will show a Subcontractor how to create and respond to a new Sample Form in iTWOcx. **Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

1. To create a new form, from the **Homepage** either:
  - a. Expand the **QMS** module > **QA** > **Sample Form** > **New**.



- b. Or on the **Project Toolbar**, click on the **Create New icon** and select **QMS > Quality > Sample Form**.



The **New Sample Form** screen opens. Starting at the top of the form:

2. In the **Details** section:
  - a. Add a **Title**, e.g., Concert Sample Form.
  - b. The **Status** defaults to **In Progress**. Other options includes Draft and Closed.
  - c. The **Type** is auto-populated from the chosen form type.
  - d. A default **Due** date is populated. Change if due date is incorrect.
  - e. A **Ref** number is automatically assigned.

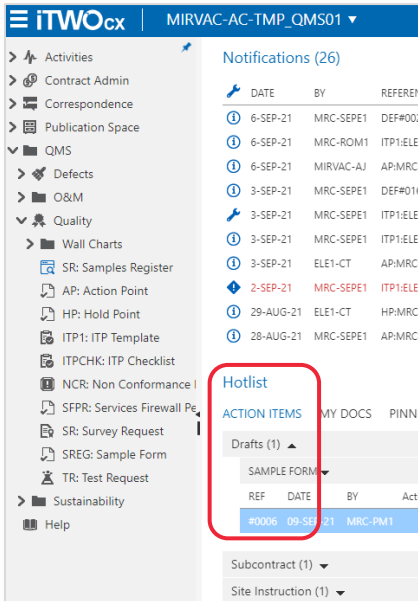
3. In the **collaborators** section:
    - a. Enter the Mirvac employee or subcontractor who will **action** the form by typing in their name (or click **action** to search the address book).
    - b. Type in the name(s) of any other recipients you would like to include for their Info or click **Info** to open the address book.

4. If required, add any **Attachments**.
  5. For each field on the **Form - Sample Details** section, select an option (from the drop-down) noting an asterisk \* is a mandatory.
  6. The remaining (and non mandatory) fields will be filled by the supplier/subcontractor.

7. Once the relevant fields are filled in, click **Submit**. This Sample Form will now be sent to the Mirvac employee or subcontractor to complete.
  8. Or click **Save as Draft** to return and complete the form later.

### Access your draft Sample Form

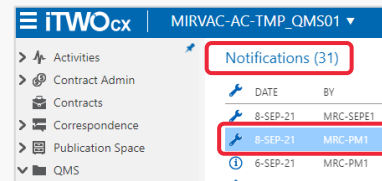
1. To access your draft Sample Form, go to the **Homepage > Hotlist > Action Items** tab > **Drafts > Sample Form**.
2. Click on the **Sample Form** you want to edit.



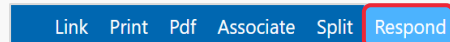
3. Then click on **Edit** to open the Sample Form.
4. Fill in the required field(s) and when complete, click **Submit**. This Sample Form will now be sent to the subcontractor to complete.

### Respond to a Sample Form

1. If Mirvac has created the Sample Form or you are assigned as the subcontractor to complete this activity, please open (to action) the form, from either:
  - a. The email notification – click on the link to open the form directly in iTWOcx.
  - b. Or from the **Homepage > Notifications** screen. Now click on the form name to open the details.



2. Click **Respond** to open/edit the form.



3. In the **Sample Details** section, enter details into the relevant fields, including attachments.

4. Finally click on **Submit**. All persons added as collaborators will receive a notification that you have updated the form.

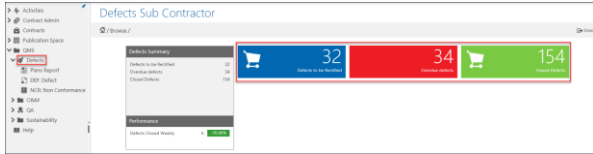
*Steps Complete*



This Quick Reference Guide (QRG) will show Subcontractors how to respond to a defect in iTWOcx.

**Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

1. To view your assigned defects from the Defects dashboard:
  - a. Expand the **QMS** module > click **Defects**.
  - b. On the Defects dashboard, click on **Defects to be Rectified**.



The list of defects Issued for Repair opens.

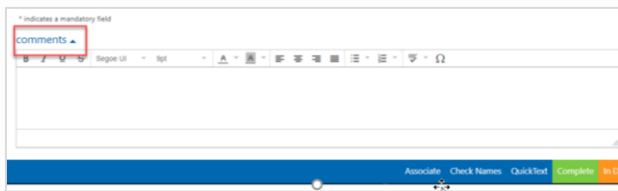
2. Click on the defect you wish to review.

The defect form opens, and you can review the details.

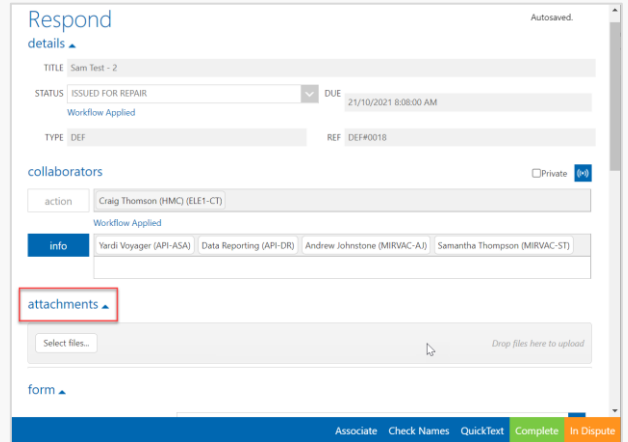
3. When you are ready, click the **Respond** button located in the bottom right-hand corner of the form.



4. Towards the bottom of the defects form, enter **Comments** to explain whether the defect has been resolved or is being disputed.



5. Scroll back up to add **Attachments** e.g. photographs.



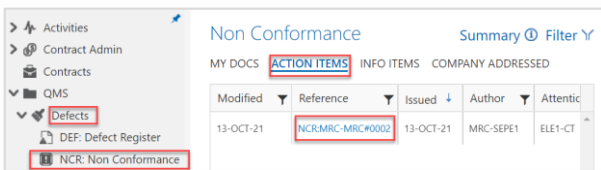
6. When finished, click either the **Complete** or **In Dispute** button located in the bottom right-hand corner of the form.

7. iTWOcx will now automatically:
  - a. Return the defect form to the Mirvac Engineer and send them a notification.
  - b. Update the status of a completed defect as **Ready to Inspect**.
  - c. Update the status of a disputed defect as **In Dispute**.

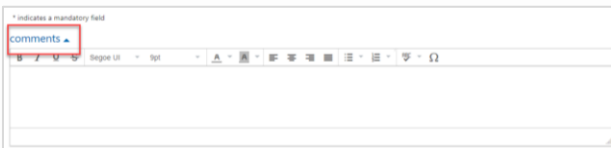
*Steps Complete*

This Quick Reference Guide (QRG) will show Subcontractors how to respond to a Non Conformance Report (NCR) in iTWOcx. **Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

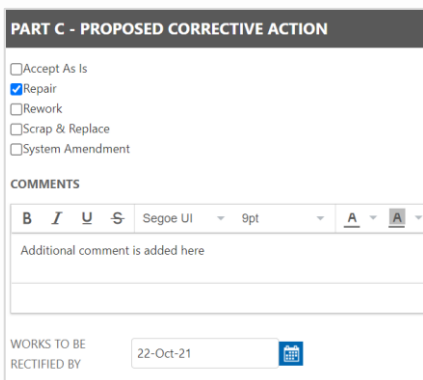
1. To view your assigned Non Conformances:
  - a. Expand the **QMS** module > click **Defects**.
  - b. Click **NCR: Non Conformance**
  - c. Select the **Action Items** tab to see the forms you need to action.
  - d. Locate the desired NCR on the list and click the **Reference** to open the form and view the details.



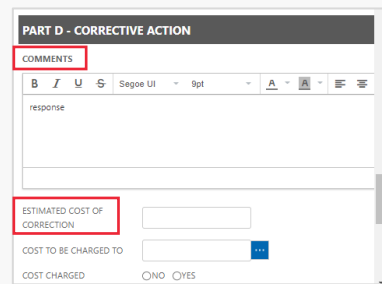
2. When ready, click **Respond** (bottom of form).
3. If you wish to dispute this NCR, scroll to the bottom of the form, enter **Comments** to explain why it is being disputed and proceed to step 8; otherwise proceed to step 4.



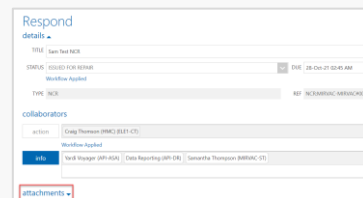
4. Scroll down the form to **Part C – Proposed Corrective Action** and:
  - a. If appropriate, tick/untick the **checkboxes** as necessary.
  - b. If applicable, add additional **Comments**
  - c. If blank, enter the **Works to be Rectified By** date.



5. If the corrective action is not yet complete, you may click **Issued for Repair** (bottom of form) to save your updates and exit the form. Otherwise, proceed to step 6.
6. Scroll down the form to **Part D – Corrective Action** and:
  - a. Enter **Comments** to explain how the NCR has been resolved.
  - b. Enter the **Estimated Cost of Correction**.



7. Scroll back up to add **Attachments** e.g. photographs.



8. When finished, click either **Ready to Inspect** or **In Dispute** (bottom of form).



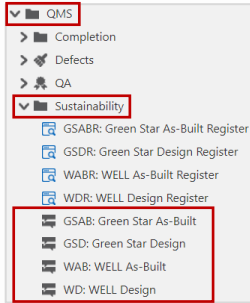
9. iTWOcx will now automatically:
  - a. Return the NCR form to the Mirvac Engineer and send them a notification.
  - b. Update the status of a completed NCR as **Ready to Inspect**.
  - c. Update the status of a disputed NCR as **In Dispute**.

*Steps Complete*

This Quick Reference Guide (QRG) will show Subcontractors how to create or respond to a Green Star or WELL Form in iTWOcx. **Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

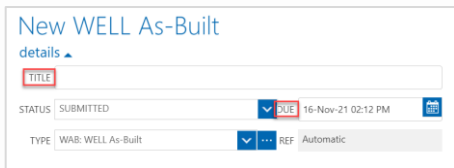
### Create a Green Star or WELL Form

1. To create a form from the **Homepage**:
  - a. Expand the **QMS** module > **Sustainability**
  - b. Select the **type of form** you need.
  - c. Click on **New** (bottom of screen).



The **New Form** screen opens.

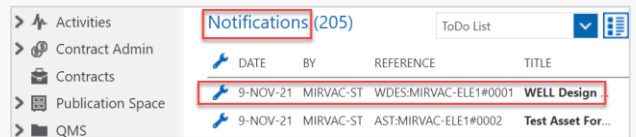
2. In the **details** section:
  - a. Add a **Title** that will be easy to search.
  - b. The **Status** defaults to **Submitted**.
  - c. A default **Due** date is populated. Change if due date is incorrect.
  - d. The **Type** and **Ref** number are auto assigned.



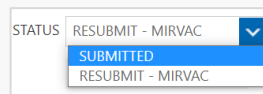
3. In the **collaborators** section:
  - a. If this project has **not** reached practical completion, click **action** to search the address book for the name of the Mirvac Engineer who will review this form.
  - b. If this project **has** reached practical completion, click **action** to search the address book for the name of the Mirvac Asset or Facilities Manager who will review this form.
  - c. Click **info** to search for the name(s) of any other recipients you would like to include on this form for their information.
4. Proceed to the steps for **Complete a Green Star or WELL Form** (next page in this QRG).

### Respond to a Green Star or WELL Form

1. If Mirvac has created a sustainability form and assigned it to you to complete (or if Mirvac has asked you to update and resubmit a form that you previously completed), you can navigate to the form from either:
  - a. The email notification – click on the link to open iTWOcx and view the contents of the form; or
  - b. The iTWOcx **Homepage** > **Notifications** screen - click on the form name to view it.



2. When you are ready, click **Respond** (bottom of form).
- 
3. If the status of the form is:
    - a. **Submitted**: proceed to the steps for **Complete a Green Star or WELL Form** (next page in this QRG).
    - b. **Resubmit-Mirvac**: proceed to step 4.
  4. Complete the updates requested by Mirvac (as described in the Comments). This may include:
    - a. Adding **Attachments** and/or
    - b. Updating any of the form fields.
  5. If desired, enter **Comments**.
  6. When your updates are complete:
    - a. Click **Status** (top of form) and select **Submitted**
    - b. click **Submit** (bottom of form).



iTWOcx will automatically submit the updated form to Mirvac and send them a notification.

*Steps Complete*

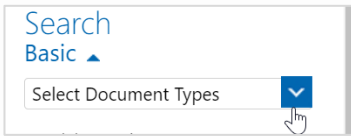
### Complete a Green Star or WELL Form

If you are creating or responding to a Green Star or WELL Form, follow the steps below to finishing completing your form.

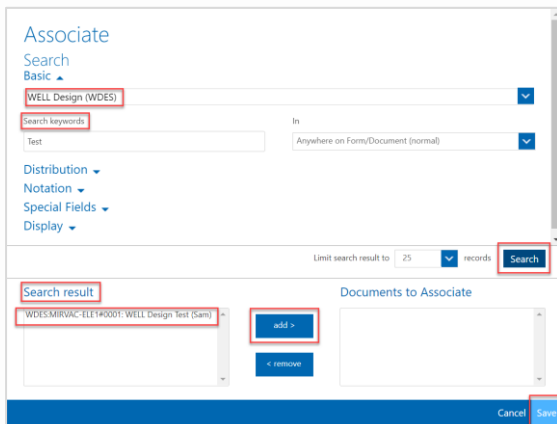
1. Add the necessary **Attachments**.
2. In the **Form** section:
  - a. If blank, complete each of the mandatory fields (indicated by an asterix \*).
  - b. If relevant, complete (or update) the non mandatory fields.
  - c. If desired, enter **Comments**.
3. (Optional) If you wish to link this form with another form (e.g. a design or as-built form), click **Associate** at the bottom of the form and continue with steps 4-8. Otherwise, go to step 9.



4. Click the **Select Document Types** drop-down list, and choose the form type you wish to link to.



5. In the **Search Keywords** field, type the **Title** of the form you wish to link to, then click **Search**.
6. Review the **Search results** and identify the form you wish to link to.
7. Click the desired **form** to select it, then click **add**.
8. Click **Save** to associate the two forms.



9. When your form is complete, click **Submit** (bottom of form).

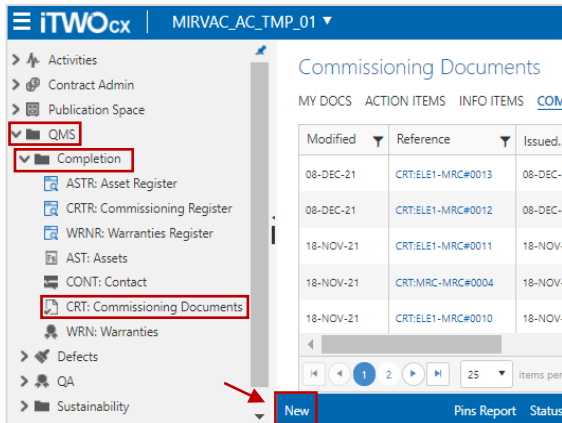
iTWOcx will automatically submit the form to the Mirvac Reviewer and send them a notification.

*Steps Complete*

This Quick Reference Guide (QRG) will show Subcontractors how to create or respond to a Commissioning Documents Form in iTWOcx. **Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

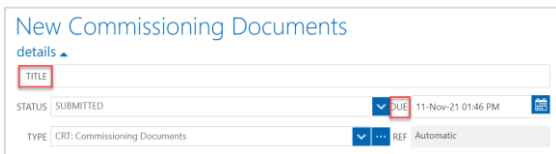
### Create a Commissioning Documents Form

1. To create a form from the **Homepage**:
  - a. Expand the **QMS** module > **Completion**.
  - b. Click **CRT: Commissioning Documents**
  - c. Click on **New** (bottom of screen).



The **New Form** screen opens.

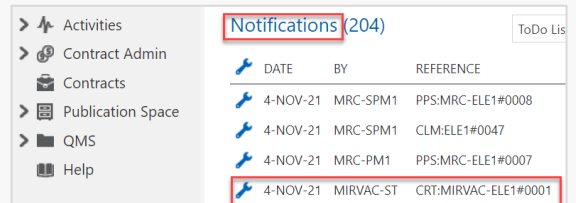
2. In the **details** section:
  - a. Add a **Title** that will be easy to search.
  - b. The **Status** defaults to **Submitted**.
  - c. A default **Due** date is populated. Change if due date is incorrect.
  - d. The **Type** and **Ref** number are auto assigned.



3. In the **collaborators** section:
  - a. Click **action** to search the address book for the name of the Mirvac Engineer who will review this form.
  - b. Click **info** to search for the name(s) of any other recipients you would like to include on this form for their information.
4. Proceed to the steps for **Complete a Commissioning Documents Form** (next page in this QRG).

### Respond to a Commissioning Documents Form

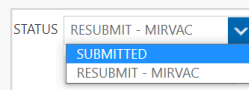
1. If Mirvac has created a Commissioning Documents form and assigned it to you to complete (or if Mirvac has asked you to update and resubmit a form that you previously completed), you can navigate to the form from either:
  - a. The email notification – click on the link to open iTWOcx and view the contents of the form; or
  - b. The iTWOcx **Homepage** > **Notifications** screen - click on the form name to view it.



2. When you are ready, click **Respond** (bottom of form).



3. If the status of the form is:
  - a. **Submitted:** proceed to the steps for **Complete a Commissioning Documents Form** (next page in this QRG).
  - b. **Resubmit-Mirvac:** proceed to step 4.
4. Complete the updates requested by the Mirvac Engineer (as described in their Comments). This may include:
  - a. Adding **Attachments** and/or
  - b. Updating any of the form fields.
5. If desired, enter **Comments**.
6. When your updates are complete:
  - a. Click **Status** (top of form) and select **Submitted**
  - b. click **Submit** (bottom of form).



iTWOcx will automatically submit the updated form to the Mirvac Engineer and send them a notification.

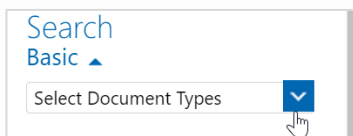
### Complete a Commissioning Documents Form

If you are creating or responding to a Commissioning Documents Form, follow the steps below to finishing completing your form.

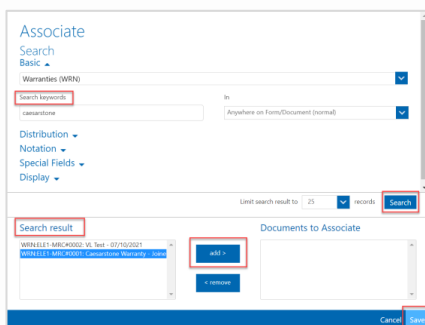
1. Add the necessary **Attachments**.
2. In the **Form** section:
  - a. Enter (or update) the Commissioning **Details**.
  - b. If blank, make a selection from the dropdown lists for each of the mandatory **Lot Details** (indicated by an asterix \*).
  - c. If relevant, complete (or update) the non mandatory **Lot Details** fields.
  - d. If desired, enter **Comments**.
3. (Optional) If you wish to link this form with another form (e.g. an asset or warranty), click **Associate** at the bottom of the form and continue with steps 4-8. Otherwise, go to step 9.

**Associate** Check Names QuickText Save as Draft Submit

4. Click the **Select Document Types** drop-down list, and choose the form type you wish to link to.



5. In the **Search Keywords** field, type the **Title** of the form you wish to link to, then click **Search**.
6. Review the **Search results** and identify the form you wish to link to.
7. Click the desired **form** to select it, then click **add**.
8. Click **Save** to associate the two forms.



9. When your Commissioning Documents Form is complete, click **Submit** (bottom of form).

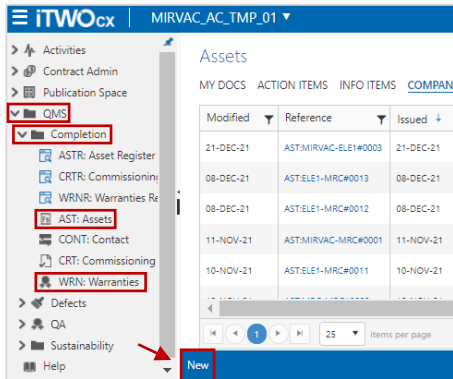
iTWOcx will automatically submit the form to the Mirvac Engineer and send them a notification.

*Steps Complete*

This Quick Reference Guide (QRG) will show Subcontractors how to create or respond to an Asset or Warranty Form in iTWOcx. **Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

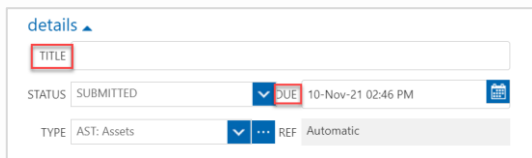
### Create an Asset or Warranty Form

1. To create a form from the **Homepage**:
  - a. Expand the **QMS** module > **Completion**.
  - b. To create an Asset form: click **AST: Assets**
  - c. To create a Warranty form: click **WRN: Warranties**
  - d. Click on **New** (bottom of screen).



The **New Form** screen opens. Starting at the top of the form:

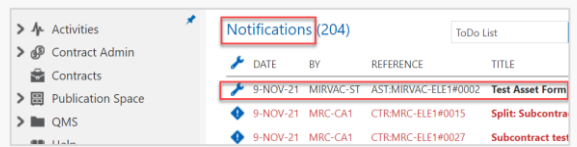
2. In the **details** section:
  - a. Add a **Title** that will be easy to search.
  - b. The **Status** defaults to **Submitted**.
  - c. A default **Due** date is populated. Change if due date is incorrect.
  - d. The **Type** and **Ref** number are auto assigned.



3. In the **collaborators** section:
  - a. Click **action** to search the address book for the name of the Mirvac Engineer who will review this form.
  - b. Click **info** to search for the name(s) of any other recipients you would like to include on this form for their information.
4. Proceed to the steps for **Complete an Asset or Warranty Form** (next page in this QRG).

### Respond to an Asset or Warranty Form

1. If Mirvac has created an Asset or Warranty form and assigned it to you to complete (or if Mirvac has asked you to update and resubmit a form that you previously completed), you can navigate to the form from either:
  - a. The email notification – click on the link to open iTWOcx and view the form; or
  - b. The iTWOcx **Homepage** > **Notifications** screen - click on the form name to view it.

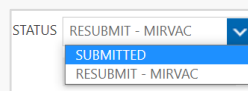


The form opens, and you can review the details.

2. When you are ready, click **Respond** (bottom of form).



3. If the status of the form is:
  - a. **Submitted**: proceed to the steps for **Complete an Asset or Warranty Form** (next page in this QRG).
  - b. **Resubmit-Mirvac**: proceed to step 4.
4. Complete the updates requested by the Mirvac Engineer (as described in their Comments). This may include:
  - a. Adding **Attachments** and/or
  - b. Updating any of the form fields.
5. If desired, enter **Comments**.
6. When your updates are complete:
  - a. Click **Status** (top of form) and select **Submitted**
  - b. click **Submit** (bottom of form).



iTWOcx will automatically submit the updated form to the Mirvac Engineer and send them a notification.



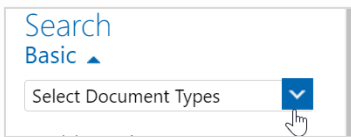
### Complete an Asset or Warranty Form

If you are creating or responding to an Asset or Warranty Form, follow the steps below to finishing completing your form.

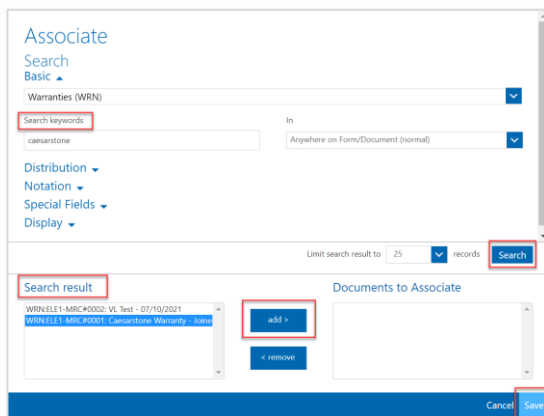
1. Add the necessary **Attachments**.
2. In the **Form** section:
  - a. Complete any blank mandatory fields (marked with an asterix \*).
  - b. Complete any blank non mandatory fields that are relevant.
  - c. If desired, enter **Comments**.
3. If you are creating a Warranty form, you will need to link this form with the associated Asset. Click **Associate** at the bottom of the form and continue with steps 4-8. Otherwise, go to step 9.



4. Click the **Select Document Types** drop-down list, and choose the **Assets** form type.



5. In the **Search Keywords** field, type the **Title** of the form you wish to link to, then click **Search**.
6. Review the **Search results** and identify the form you wish to link to.
7. Click the desired **form** to select it, then click **add**.
8. Click **Save** to associate the two forms.



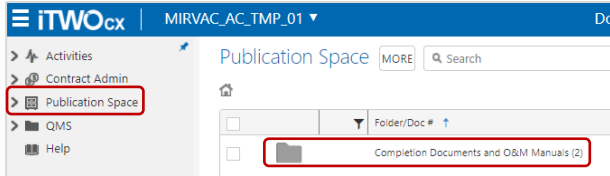
9. When your form is complete, click **Submit** (bottom of form).

iTWOcx will automatically submit the form to the Mirvac Engineer and send them a notification.

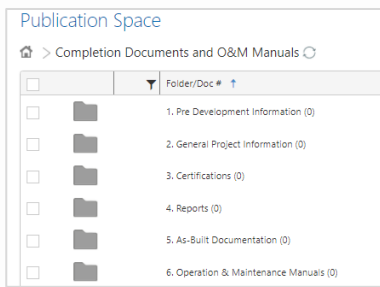
*Steps Complete*

This Quick Reference Guide (QRG) will show Subcontractors how to upload, distribute and manage Completion Documents and Operation & Maintenance Manuals (O&M) in the Publication Space. **Note:** Always use **Google Chrome** to access iTWOcx on the desktop.

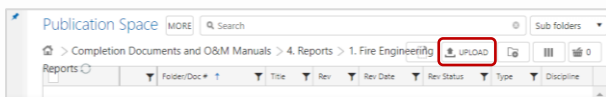
- From the **Homepage**, click on the **Publication Space** module.
- Click on the **Completion Documents and O&M Manuals** folder.



- Select a sub-folder relevant for your file(s) type.



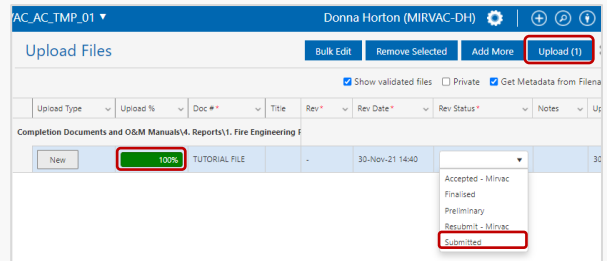
- To upload, either:
  - Select the file or files you want to upload from your file location (e.g. OneDrive) and **drag and drop them** into the specific folder, or
  - Click on the **Upload** button. This will open an Explorer window. Select the file(s) as needed, and click **Open** to continue.



The **Upload Files** page will open.

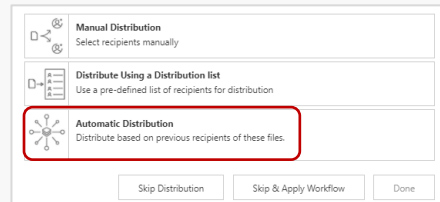
- Fill in the file details noting that fields marked with an asterisk \* are mandatory:
  - (Optional) Amend the **Doc #** or leave the file name as is.
  - (Optional) Add a **Title**.

- (Optional) Add a revision ID in **Rev** if your project is applying this practice.
  - Select 'Submitted' as the **Rev Status** for files.
  - Add **Notes** as required.
- Once the file(s) have a **Upload %** of **100%**, click on the **Upload** button.



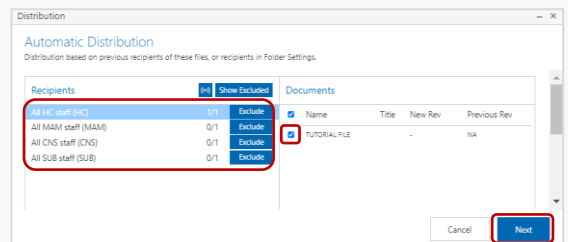
The **Distribution** menu opens.

- There are 3 options to distribute document(s) to give users within and outside of Mirvac file access, but the **Automatic Distribution** will be used the most. Click on this option.



The **Automatic Distribution** screen opens.

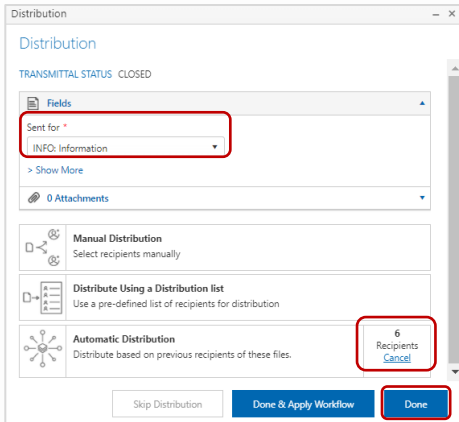
- Click on each **Recipients** type to highlight that row, then **tick** the box next to the file(s) that are being distributed. Click **Next**.



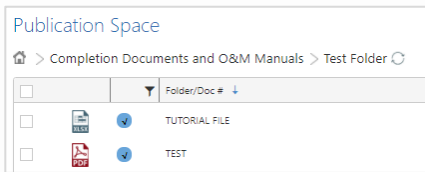
- You can now enter a message in the text box (optional), otherwise just click **Done** to continue.

10. In the **Sent for** field, select 'INFO: Information', then click **Done**.

**Note:** Other options such as 'APP: Approval' will be used if there is a workflow applied to that file. And there are 6 recipients types who will soon have access to this file.

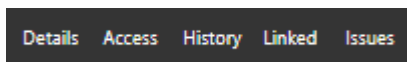


11. The file is now published, symbolised with a blue tick icon.



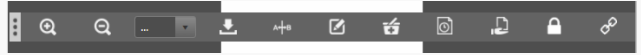
12. To **view** a document, click on the file.

13. On the top right displays icons. Click on:



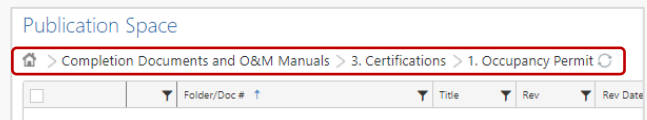
- Details** for document details such as Title, Revision etc. Click **Edit** (bottom of page) to amend any of these fields.
- Access** to view access rights of the file.
- History** for a list of changes by user, date and time.
- Linked** for documents/forms associated with this file.
- Issues** for a list of issues for this revision.

14. A **toolbar** is available on the bottom of the page. From left to right, these are a few of the features you may use regularly.



- Click + or - icons to **Zoom In/Zoom Out**.
- Download** the document.
- Retire** the document from the Publication space and becomes hidden.

**Note:** When viewing files in the Publication Space, click on the breadcrumbs at the top of the page to navigate back up the folder hierarchy.



*Steps Complete*

This Quick Reference Guide (QRG) will show Mirvac Subcontractors how to respond to an Inspection Test Plan (ITP) Checklist that was created from a Mirvac template on the iTWOcx Mobile application.

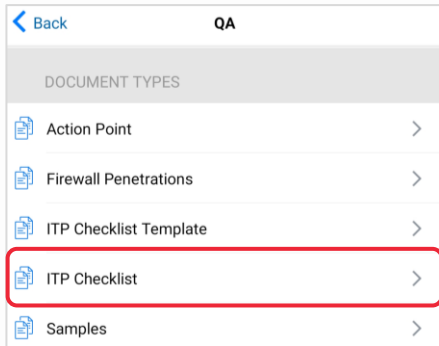
**Note:** A checklist from a Mirvac template must be created on the desktop as a mobile device can only be used to respond to or manage an ITP. Refer to the steps in the **QRG: Create and respond to an ad-hoc ITP Checklist | Desktop**.

To access and respond to a QA activity after an ITP Checklist has been created:

1. On the app's main screen, click on the **Modules** tab (bottom of screen).



2. Then select **QMS > QA > ITP Checklist**.



3. This lists the checklists you have access to. Search for and tap on the **checklist name** to open the form.
4. This defaults to the **Details** tab. You can view the **Title**, **Status**, add extra names in the **Collaborators** section if required, and add **Comments** to support each item.

**Note:** Navigate between each tab (bottom panel of the screen) to view the details of the checklist.



5. Tap on the **Form** tab to view location details of the ITP.
6. Tap **List > List 1** to display the checklist. Go to step 8 to complete each item assigned to you.
7. Tap **Attachments** to display all files and photos associated with this checklist.
8. Tap on the **Related** tab to view the forms that are associated or linked with this ITP.

8. For each item on the checklist (**List 1**) that is assigned to you; tap in the fields to either add, attach or edit data including:
  - a. Add any **Reference Documents & Specifications**.
  - b. Add or amend the **Responsibility** field.
  - c. Add **Comments / Notes**.
  - d. Add photos and files in **Attachments**.
9. To sign off that item, the subcontractor will:

List				
	Add Row	Delete Row		Move Row
By Subcontractor	Sub ID	Sub Date	By Mirvac	Mirvac ID
N/A	ELE2-AB	29-Sep-21 11:11:06 AM	Y by Mirvac	ELE2-AB
Y by Subcontractor	RIB-AM	29-Sep-21 02:48:56 PM	Y by Mirvac	
Y by Subcontractor	RIB-AM	29-Sep-21 02:48:59 PM		

- a. Tap on the **By Subcontractor** field and tick the **Y by Subcontractor** or tick **N/A** if a subcontractor is not required.
  - b. Tap **Sub ID** field to search for and select your name or the person who will sign off this item.
  - c. Tap on the **Sub Date** to select a sign off date and time.
10. Repeat steps 8 and 9 for all remaining line items assigned to you until you have completed the checklist.
  11. When done, tap **Save** (top of screen) to upload into iTWOcx and notify Mirvac to action.

*Steps Complete*

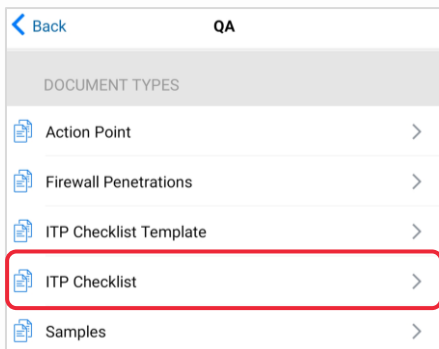
This Quick Reference Guide (QRG) will show Mirvac Subcontractors how to create an ad-hoc Inspection Test Plan (ITP) Checklist using the iTWOcx Mobile application.

**Note:** Subcontractors can create an ad-hoc checklist upon a Project Engineer’s approval, otherwise create a checklist from a Mirvac template – refer to the Steps in **QRG: Create and respond to an ITP Checklist**.

1. On the app’s main screen, click on the **Modules** tab (bottom of screen).

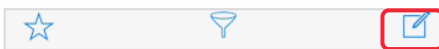




2. Then select **QMS > QA > ITP Checklist**.



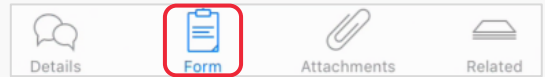
This will open the **ITP Checklist** screen.

3. Click on the **Create** icon (bottom of screen).

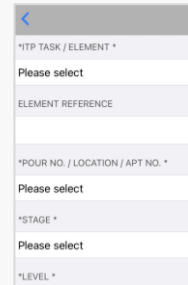


4. The **Details** screen opens. Starting at the top:
  - a. Enter a **Title** that will be easy to search. Click **Done** when finished.
  - b. The **Status** defaults to **In Progress**. This will change to **Closed** after the Mirvac Engineer has approved the ad-hoc ITP.
  - c. A default **Due** date is populated. Change if due date is incorrect.
  - d. In the **collaborators** section:
    - i. Tap the  icon in the **action** field to search for the Mirvac Engineer who will approve the checklist.
    - ii. Tap the  icon in the **info** field to search for the name(s) of any other recipients you would like to include for their information.

5. Tap on the **Form** tab (bottom of screen) to enter the location details.



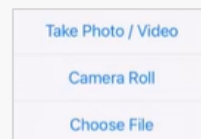
6. For each field on the **Form** screen, tap to select from an options menu, noting fields marked with an asterisk \* are mandatory:
  - a. Select an **ITP Task / Element**.
  - b. Enter **Pour No. / Location / Apt No.**
  - c. Select the **Stage, Level, Zone, and Area**.



7. Tap on the **Attachments** tab (bottom of screen) to upload your scanned checklist and other files to support this checklist. To do this:



- a. Tap the **Camera** icon (top of screen).
- b. Choose whether to take a photo/video; or upload an image or file from your device.



8. When done, tap **Save** (top of screen); and then tap **Save and Close** to upload into iTWOcx and notify those listed as collaborators by email.

You will return to the **ITP Checklist > List** view.

*Steps Completed*

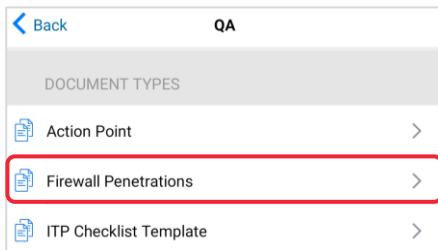
This Quick Reference Guide (QRG) will show Mirvac Subcontractors how to create and respond to a Firewall Penetration Form in iTWOcx using the mobile application.

### Create a Firewall Penetration Form

- To create a new form, on the app's main screen, tap on the **Modules** tab (bottom of screen).





- Then select **QMS > QA > Firewall Penetrations**.



The **Firewall Penetrations Register** displays.

- Tap the **Create** icon (bottom of screen) 

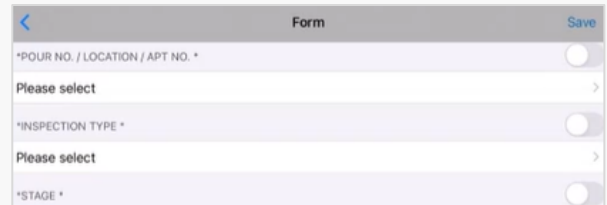
The **Details** screen opens.

- On the **Details** screen:
  - Add a **Title** that will be easy to search.
  - The **Status** defaults to **In Progress**.
  - A default **Due Date** is populated. Change if due date is incorrect.
  - In the **Collaborators** section:
    - Tap the  icon in the **action** field to search for the Mirvac Engineer who this form is being assigned to.
    - Tap the  icon in the **info** field to search for the name(s) of any other recipients you would like to include for their information.


- Tap the **Form** tab (bottom of screen) to enter the location details.



- For each field on the **Form** screen, tap to select from an options menu, noting fields marked with an asterix \* are mandatory. These fields specify the location and details of this activity.

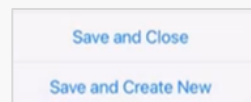


- Tap the **Attachments** tab (bottom of screen) to add any supporting information such as photos or files.

- Tap the  icon (top of the screen).
- Choose whether to take a photo/video; or upload an image or file from your device.



- When done, tap **Save** (top of screen); and then tap **Save and Close** to upload into iTWOcx and notify those listed as collaborators by email.



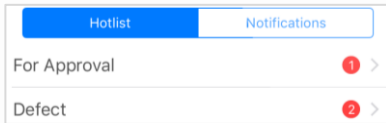
The form will be saved and can be viewed in the **Firewall Penetrations > List** view.

### Access a Firewall Penetration Form

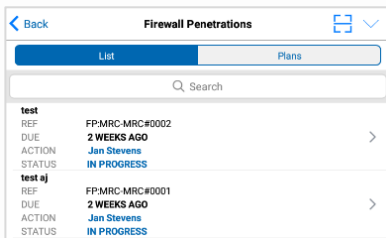
- To locate a Firewall Penetration Form, on the app's main screen, either:



- Tap on the **Me** tab (bottom of screen) to access the form from the **Hotlist** (manage your actions and documents) or **Notifications** (a list of items sent to you for action or information) section.




- Or tap on **Modules** > then select **QMS** > **QA** > **Firewall Penetrations**. This displays the **Firewall Penetrations Register** > **List** view.



- Tap on the **Form** you want to open/edit.

### Respond to a Firewall Penetration Form

When a Mirvac user has created the Form and assigned you as the subcontractor to action, please open and verify the details.

- From the app's main screen, either tap on:
  - The **Me** tab to locate the Form from the **Hotlist** or **Notifications** section.
  - Or **Modules** tab. Or tap on **Modules** > then select **QMS** > **QA** > **Firewall Penetrations**. This displays the **Firewall Penetrations Register** > **List** view.
- Tap on the **Form** you want to open/edit.
- Next, tap on the **Form** tab (bottom of screen), and either select an option or enter further details relevant to the Firewall Penetration activity.
- Tap the **Attachments** tab (bottom of screen) to open the Attachments screen.
  - Tap the  icon (top of the screen).
  - Choose whether to take a photo/video; or upload an image or file from your device.
- Once the relevant fields are filled in, tap **Save** (top of screen) to upload into iTWOcx and notify those listed as collaborators including the Mirvac Engineer by email.

*Steps Complete*

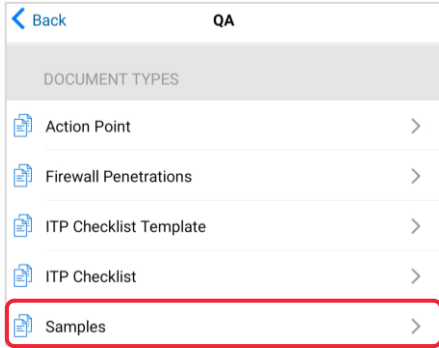


This Quick Reference Guide (QRG) will show Mirvac Subcontractors how to create and respond to a Sample Form on the iTWOcx Mobile application.

- To create a new form, on the app's main screen, click on the **Modules** tab (bottom of screen).





- Then select **QMS > QA > Samples**.



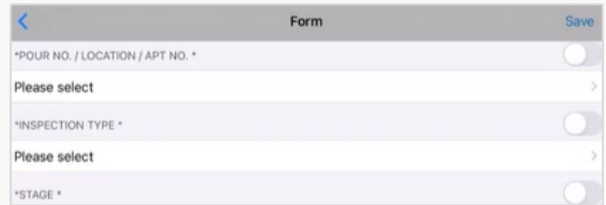
- Tap the **Create** icon (bottom of screen) 


The New Sample Form **Details** screen opens. Starting at the top of the form:

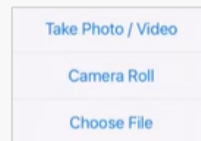
- In the **Details** section:
  - Add a **Title** that will be easy to search
  - The **Status** defaults to **In Progress**.
  - A default **Due Date** is populated. Change if due date is incorrect.
  - In the **Collaborators** section:
    - Tap the  icon in the **action** field to search for the Mirvac Engineer who this form is being assigned to. Include **Approvers** e.g. Mirvac Construction, Development etc (refer to the **Form** for the Approvals roles).
    - Tap the  icon in the **info to** field to search for the name(s) of any other recipients you would like to include for their information.
- Tap the **Form** tab (bottom of screen) to enter the location details.



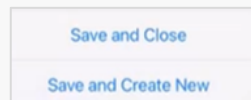
- For each field on the **Form** screen, tap to select from an options menu, noting fields marked with an asterix \* are mandatory. These fields specify the location and sample details.



- Tap the **Attachments** tab (bottom of screen) to open the Attachments screen.
  - Tap the  icon (top of the screen).
  - Choose whether to take a photo/video; or upload an image or file from your device.



- When done, tap **Save** (top of screen); and then tap **Save and Close** to upload into iTWOcx and notify those listed as collaborators by email.



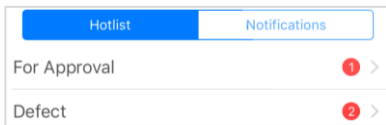
The form will be saved and can be viewed in the **Samples > List** view.

### Access Sample Form

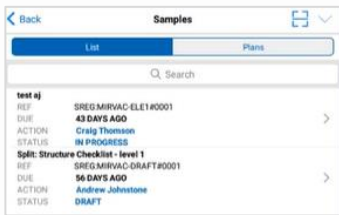
- To locate a Sample Form, on the app's main screen, either:



- Click on the **Me** tab (bottom of screen) to access the Sample form from the **Hotlist** (manage your actions and documents) or **Notifications** (a list of items sent to you for action or information) section.



- Or tap on **Modules** > then select **QMS** > **QA** > **Samples**. This displays the **Sample Register** > **List** view.

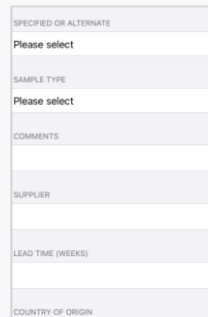



- Tap on the **Sample Form** you want to open/edit.

### Respond to a Sample Form

When a Mirvac user has created the Sample Form and assigned you as a subcontractor to action, please open and respond on the form.

- From the app's main screen, tap on the **Me** tab to locate the Sample Form from the **Hotlist** or **Notifications** section.
- Tap on the **Sample Form** you want to open/edit.
- Next, tap on the **Form** tab (bottom of screen), and either select an option or enter the sample details e.g. Sample Type, Supplier etc.




- Tap the **Attachments** tab (bottom of screen) to open the Attachments screen.
  - Tap the  icon (top of the screen).
  - Choose whether to take a photo/video; or upload an image or file from your device.
- When done, tap **Save** (top of screen) to upload into iTWOcx and notify those listed as collaborators by email.

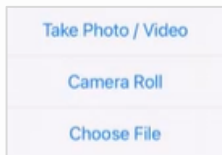
*Steps Complete*



This Quick Reference Guide (QRG) will show Subcontractors how to respond to a defect in iTWOcx using the mobile application.

1. On the app's main screen, tap **Me** (bottom of screen), then the **Hotlist** tab. This will display items that require your attention:
2. Tap **Defect Register**. The list of defects awaiting your response will appear.
3. Tap on the defect you wish to review.
4. Navigate through the **Details**, **Form** and **Attachments** icons at the bottom of the screen to view all the information for this defect.

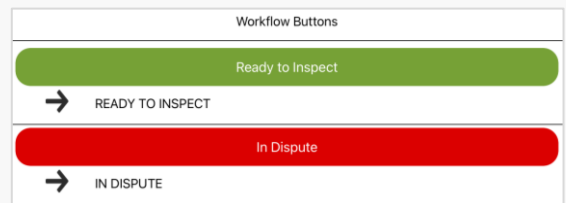


5. When you are ready to respond to the defect, go to the **Attachments** page to add photographs.
6. Tap the **camera**  icon (top of the screen).
7. Choose whether to take a photo/video; or upload an image or file from your device.



8. If you would like to add mark-ups to your attachment:
  - a. Tap the **paint palette** icon  (top of attachment screen).
  - b. Tap the **red arrow** icon  to see the available mark-up options.
  - c. Select an arrow, a shape or text option
  - d. Select a colour option.
  - e. Tap on the attachment to add your mark-up.
9. To save your attachment, tap **Save** (bottom of attachment screen).

10. When your attachments are uploaded, return to the **Details** page.
11. Towards the bottom of the page, enter **Comments** to explain whether the defect has been resolved or is being disputed and tap **Submit**.
12. Towards the top of the page, tap the **Status** field. The Workflow Buttons appear.
13. Tap either **Ready to Inspect** or **In Dispute**.



When you make your selection, iTWOcx will ask you to confirm if this selection is correct.

14. Tap **Yes** to submit your response. iTWOcx will automatically:
  - a. Return the defect form to the Mirvac Engineer and send them a notification.
  - b. Update the status of a completed defect as **Ready to Inspect**.
  - c. Update the status of a disputed defect as **In Dispute**.

*Steps Complete*

This Quick Reference Guide (QRG) will show Subcontractors how to respond to a Non Conformance Report (NCR) in iTWOcx using the mobile application.

1. On the app's main screen, tap **Me** (bottom of screen), then the **Hotlist** tab. This will display items that require your attention:

2. Tap **Non Conformance**

The list of NCRs awaiting your response will appear.

3. Tap on the NCR you wish to review.

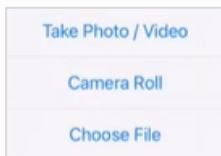
4. Navigate through the **Details**, **Form** and **Attachments** icons at the bottom of the screen to view all the information for this NCR.



5. When you are ready to respond to the NCR, go to the **Attachments** page to add photographs.


6. Tap the camera  icon (top of the screen).

7. Choose whether to take a photo/video; or upload an image or file from your device.



8. If you would like to add mark-ups to your attachment:

a. Tap the **paint palette** icon  (top of attachment screen).

b. Tap the **red arrow** icon  to see the available mark-up options.

c. Select an arrow, a shape or text option.

d. Select a colour option.

e. Tap on the attachment to add your mark-up.

9. To save your attachment, tap **Save** (bottom of attachment screen).

10. When your attachments are uploaded, return to the **Details** page.

11. Towards the bottom of the page, enter **Comments** to explain whether the NCR has been resolved or is being disputed and tap **Submit**.

12. If you are disputing the NCR, go to step 14. Otherwise, return to the **Form** page.

13. Scroll down the form to **Part C** and:

a. Tap the **Proposed Corrective Action** and select (or amend) an option.

b. Enter (or update) the **Part C Details**.

c. If blank, enter the **Works to be Rectified Date**.

14. Scroll down the form to **Part D** and:

a. Describe how the NCR has been resolved in **Part D Details**.

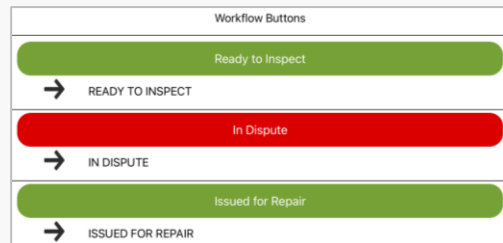
b. Enter the **Estimated Cost of Correction**.

15. When finished, return to the **Details** page.

16. Towards the top of the page, tap the **Status** field.

The Workflow Buttons appear.

17. Tap either **Ready to Inspect** or **In Dispute**.



When you make your selection, iTWOcx will ask you to confirm if this selection is correct.

18. Tap **Yes** to submit your response. iTWOcx will automatically:

a. Return the NCR to the Mirvac Engineer and send them a notification.

b. Update the status of a completed NCR as **Ready to Inspect**.

c. Update the status of a disputed NCR as **In Dispute**.

*Steps Complete*