

Migrated Data

As part of the transition to iTWOcx, **all existing Aconex documents and mail** were migrated to the project instance. This guide covers the following questions relating to the migrated data.

1. Will I be able to access Aconex mail in iTWOcx?
2. Can I search for migrated mail in iTWOcx using the Aconex reference number?
3. How do I find mail from John Smith at ABC Company?
4. How can I see the actual recipients of a mail instead of the dummy users?
5. How do I follow up on outstanding items from Aconex?
6. Will I be able to see the same documents in iTWOcx?
7. Were any changes made to document names or metadata?
8. How do I manage new revisions of migrated documents?
9. Can I check the Aconex document history in iTWOcx?
10. Can I see the history of Aconex workflows?

Q1. Will I be able to access Aconex mail in iTWOcx?

All correspondence from Aconex has been migrated to iTWOcx.

The existing Aconex mail has been added as an **attachment** to the iTWOcx correspondence form so you can access the original threads.

Where possible, correspondence has been associated in iTWOcx to show existing mail chains. These are found in the **Linked** section.

LINKED ▲

REF	ACTION	DATE	TITLE	Status
GEN:MRC-MANY#0021	MRC-USER, V0015804-USER	29-Jun-22	Fwd: BRC Tower D Wind Reports	CLOSED

Attachments ▲

[Thumbnail](#) [List](#)

Select All

Q2. Can I search for migrated mail in iTWOcx using the Aconex reference number?

You can search for the old Aconex reference number by entering it into the keyword search field and adding **.html** or ***** to the end.

For example, search for **MVC-CON-RFI-000008.html** or **MVC-CON-RFI-000008***.

The iTWOcx mail that contains the attachment appears in the search result.

Basic ▲

Request for Information (RFI) ▼

Search keywords: MVC-CON-RFI-000008.html In: Anywhere on Form/Document (normal) ▼

Distribution ▼
 Notation ▼
 Special Fields ▼
 Projects ▼
 Display ▼

Display result per page: 25 ▼ Excel Save Search

Search Result ⓘ ⚙️ ☰

Modified	Reference	Issued	Author	Attention	Title
08-SEP-22	RFI:MRC-MANY#0002	07-JUN-22	MRC-USER	MULTIPLE	BRC Tower D Wind Reports

Q3. How do I find mail from John Smith at ABC Company?

As part of preparing for migrated data, all companies were entered into iTWOcx with a **dummy user**. Items were distributed to these dummy users to ensure users had access to their existing mail.

The dummy users name displays as 'ABC Company User'.

Collaborators ▲

ACTION [Mirvac Construction Company User \(MRC-USER\)](#), [Mirvac Development Company User \(MRDEV-USER\)](#), [Mirvac Design Company User \(MRD-USER\)](#), [RWDI AUSTRALIA Company User \(V0015804-USER\)](#)

[Show Less](#)

INFO [Yardi Voyager \(API-ASA\)](#), [Data Reporting \(API-DR\)](#), [Account Manager \(RIB-AM\)](#)

You can complete a search for company in the **Attn or Copy To** field. In the search screen, expand the Distribution section. Click and select the company.

Distribution ▲

Created by or Response from

Attention (First)

Attention (Current)

Attn or Copy To

Status

Display result per page 25

Ref

Select Contact

Companies

[ABC Company Pty Ltd \(V0007798-*\)](#)

[Arcadis Australia Pacific Pty Ltd \(V0007798-*\)](#)

[Bornhorst & Ward \(V0009360-*\)](#)

[Butler Partners Pty Ltd \(V0003208-*\)](#)

Search

Note: Searching for the user John Smith will not show results for migrated data, only new items.

Q4. How can I see the actual recipients of a migrated mail instead of the dummy users?

You'll need to **open the attachment** to see the users in the original mail thread. Click to download the attachment and then open it to see the original mail header details.

Attachments ▲

[Thumbnail](#) [List](#)

Select All

MVC-CON-RFI-000 OSKA--CADV-0000

From: Linda
Sent: 2022-06-23 13:06:30
To: Joshua
Cc: Michael; Trevor, Leigh, Scott, Mark
Mail Number: MVC-CON-RFI-000007
Subject: BRC O'Connell Structural Design

Q5. How do I follow up on outstanding items from Aconex?

All outstanding items were migrated to iTWOcx in a **closed** status. To follow up or respond, you'll need to locate the migrated mail in iTWOcx via the search function first (refer to question 2 for steps).

You'll then need to create a **split correspondence** and address the action / info fields with the relevant users (refer to question 4 for steps).



Note: You can't respond to the closed mail as you will not be able to change the status to open.

Q6. Will I have access to the same documents in iTWOcx?

You should be able to view all documents and revisions that you had access to in Aconex. If a specific revision was not previously available to you, you won't see it in iTWOcx.

As part of preparing for migrated data, all companies were entered into iTWOcx with a dummy user. The different document revisions were distributed to these dummy users to ensure users had the same access as they did in Aconex.

To check which company has access to a document, view the document and check the access tab.


Note: Documents that were uploaded to Aconex but not transmitted are available in iTWOcx.

Q7. Were any changes made to document names or metadata?

To allow multiple revisions / versions to be migrated into iTWOcx and distributed to the intended recipients, document filenames were slightly amended.

The following changes were made to the **filename**:

- **Hyphens** were replaced with underscores.
For example: 210123-M3000 became 210123_M3000.
- The **version number** was added to the filename in addition to the revision number / letter.
For example: 210123-M3000[P1] became 210123_M3000[P1](1).

The **filename** can be seen by adding the column to the Publication Space view. Click  and tick **File / Folder Name** from the list.

Publication Space		MORE	Search			
Home > Controlled Documents						
<input type="checkbox"/>	File/Folder Name	Folder/Doc #	Title	Rev	Rev Date	Rev Status
<input type="checkbox"/>	210123_M3000[P1](1).pdf	210123-M3000	COVER SHEET & DRAWING INDEX	P1	08-JUL-22 09:44 AM	Preliminary
<input type="checkbox"/>	210123_M3000_CAD[P1](1).dwg	210123-M3000_CAD	COVER SHEET & DRAWING INDEX	P1	08-JUL-22 09:44 AM	Preliminary

The **Doc #** column shows the **same name** that appeared in Aconex and is what the system uses to track revisions. The current revision number available to the user is listed in the **Rev** column.

Other **metadata** from Aconex was added to the documents, including discipline, document type, drawing number ranges and organisation to ensure items can be filtered and sorted within the Publication Space.

Note: Downloading a document from iTWOcx will have the amended filename.

Q8. How do I manage new revisions of migrated documents?

iTWOcx uses the **Doc #** to determine whether a document is new or a revision of an existing item. The changes made to the document naming during the migration process should have no an impact on the management of revisions.

To upload a new revision of a document:

- Check the Doc # in iTWOcx (this should match existing name in Aconex / local copy)
- Upload the new revision of the document
- Check iTWOcx has recognised the document as a revision

Upload Files

Upload Type	Upload %	Doc # *	Title *	Rev *	Rev Date *	Rev Status *
Revision	100%	AR-1234-WISC	Architect doc	B	14-Sep-22 15:02	Preliminary

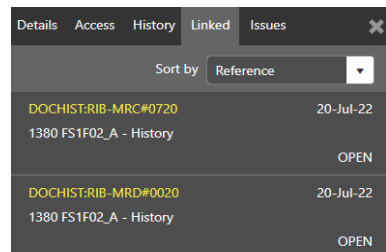
Note: If iTWOcx shows **New**, your document will not be treated as a revision. Check the Doc # and ensure it matches the existing document and if required, update the Doc # field before uploading.

Q9. Can I check the Aconex document history in iTWOcx?

The Aconex document history is available in iTWOcx. The associated file (DOCHIST) is found on the **Linked** tab when viewing a document.

Clicking the reference will open the Aconex document history in a new tab with the details of uploads, downloads, revisions, transmittals etc.

Note: Documents may have multiple document history files. Each file is for the different Mirvac areas (development, design, etc.).



Q10. Can I see the history of Aconex workflows?

Document workflow history was migrated across to iTWOcx. The documents are included in a **distribution transmittal** with the workflow history file added as an **attachment**.

Workflow Review History

The attached documents have completed the "Forme - Signage Shop Drawings" workflow with the following results : This transmittal was automatically generated.

Doc No	Step	Participant	Review Outcome	Comments
MC_TF_CS01	Mirvac Design Review	K Mino	Approved with Comments	Refer attached markup.
MC_TF_CS02	Mirvac Design Review	K Mino	Approved	
MC_TF_CS03	Mirvac Design Review	K Mino	Approved	

You can search for the **Aconex workflow reference number** using a keyword search (e.g. WF-000234).

Alternatively you can search for all workflows relating to a document using a **Doc #** search:

- Search on **Distribution Transmittal**
- Expand Documents section and enter the **Doc #** (e.g. MC_TF_CS01)
- Locate the DTX (e.g. Final WF-000234) in the search results and view the attachment.

Basic ▲

Distribution Transmittal (DTX) ▼

Search keywords In

Anywhere on Form/Document (normal) ▼

Distribution ▼

Notation ▼

Documents ▲

Doc#: MC_TF_CS01

Folder: ...