

Notifications Overview

There are two types of email notifications available in iTWOcx:

ACTION MIRVAC-KH initiated GEN:MIRVAC-MIRVAC#0001 for your attention
 DATE 12-APR-22 10:53 AM
 LINK https://mtwox.clouda2k.com/MGR_ACREP_01:596206

PROJECT MGR_ACREP_01 - Aconex Replacement Config Project
 SUBJECT testing gen corro

AUTHOR Kylie Hall
 ACTION Lauren Wilcockson
 INFO Data Reporting; Yardi Voyager; Kylie Hall
 ISSUED 12-APR-22 10:53 AM

You have received this because your iTWOcx account is configured to send you notifications. You can change this setting in your contacts details under user options.

iTWOcx Support
cxsupport@clouda2k.com

Plain text email (above) shows limited information. You need to click the link to read / respond.

Preview email (right) shows comments and documents. You can read / respond from within the email without opening the system.

The screenshot shows an email interface for iTWOcx. At the top, it says 'Hi KYLIE, Kenny Rogers has responded to this GEN.' Below this is a button to 'Open in iTWO cx' and a 'Reply' button. The main content area is titled 'General Correspondence' and shows details for a document: 'PROJECT: Aconex Replacement Config Project', 'AUTHOR: Kylie Hall (MIRVAC-KH)', and 'ISSUED: 21-SEP-22 09:50 AM'. It lists collaborators like 'Architect User (AA-AU)', 'Mircac Construction (MRC1-MC)', and 'Project Manager (MRC1-PM)'. There are also attachments for 'adicones ...JPG' and 'Merr.jpg'. A comments section follows, showing a comment from 'Kenny Rogers (MRC1-KR)' dated '21-SEP-22 10:07 AM' with the text 'what is your favourite colour?' and a yellow highlight.

The default setting is plain text email. The recommendation is to change your preferences to receive the **Preview Email** to get the most out of iTWOcx.

Change Notification Preferences

1. Click the **Cog**
2. Click **Contact Details**
3. Scroll down to the **Options** section
 - a. To display tasks in the **To Do** list, ensure the notifications are selected
 - b. Select **Preview Email** notifications for all ACTION items. Leaving the remaining notifications unchecked reduces the number of emails you will receive from iTWOcx.

The screenshot shows a user profile menu for 'Rosie Reid (MIRVAC-RR)'. The 'CONTACT DETAILS' option is highlighted with a black box. Other options include 'UTILITIES', 'PROJECT REPORT', and 'MULTI-PROJECT SUMMARY'.

The screenshot shows the 'options' section for notifications. It includes a language dropdown set to 'English (AU)' and a heading 'NOTIFICATIONS Control how you receive notifications.' Below is a table of notification types with checkboxes for different delivery methods. Circles 'a' and 'b' are placed above the 'ToDo' and 'Preview Email' columns respectively.

	ToDo	Email	SMS	Fax	Preview Email
Your document was VIEWED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have been added for INFO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A response added while INFO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have been added for ACTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Added to ACTION on Response or Response while AUTHOR/ACTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Your document is CLOSED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your document is LATE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A document for your ACTION is LATE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Send Confirmation email					<input type="checkbox"/>
Apply these setting to all projects					<input checked="" type="checkbox"/>

4. Tick **Apply these settings to all projects** if you are working on multiple projects. **Note:** These settings apply across all modules you have access to in iTWOcx.
5. Click **Save**