

# User Types on iTWOcx

## Normal User

A normal user can log into iTWOcx and create, view and respond to correspondence, upload and search the document register and create saved searches.

## External User

An external user can receive items addressed to them via email but cannot log into the system. External users are good for project participants that you want have limited interaction with system but still want to keep informed.

## Company Administrator

The company administrator can add and retire users for their company and edit user and Company details.

## Project Administrator

Project administrators are in charge of running of iTWOcx site can make changes that affect the entire project. This includes changes to configuration of correspondence, the document register, additional modules, adding new companies and new users, applying security rules like who can talk to whom and using project utilities. By default Project Admins belong to all other admin groups such as Module and Company.

To find out more see [Project Administrator Resources](#)

## Module Administrators

These are special admins responsible for configuration of core and additional modules such as Document Register and Contracts Administration. Module admins are best used when you want to give a user Project Admin like rights but for a specific module instead of the whole project.



## Set up Tenders (Admin Only)

Learn how to set up Tenders for your project.

[Click Here](#)



## Respond to a Tender invitation

You've received a Tender Invite, what now?

Contained within your invite are the details about the tender package and a link to your own private bidder page.

[Click Here](#)



## Invitation to Tender

Easily create and issue a tender package with the minimum of fuss.

[Click Here](#)



## Downloading Tender Documents

Responding to bidder queries is super easy with Tenders Q&A.

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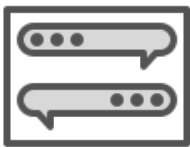
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