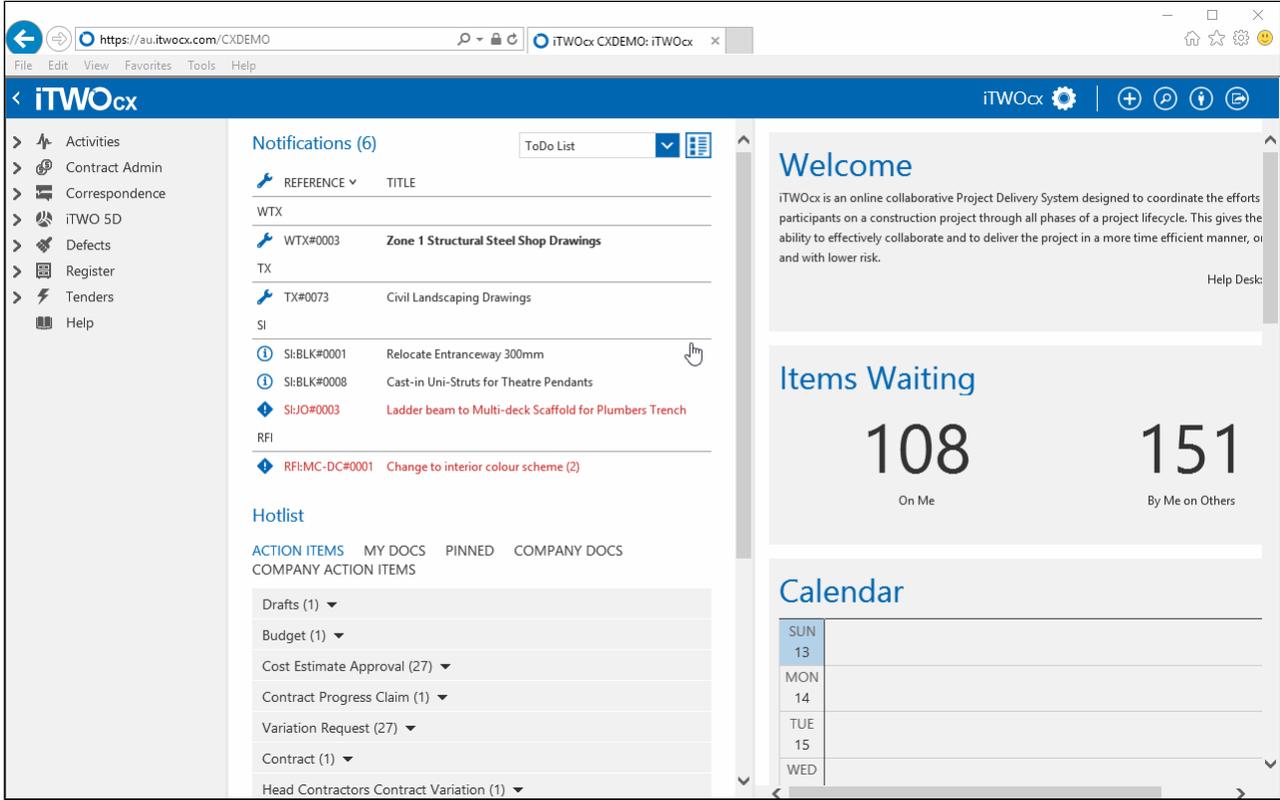


Searching

iTWOcx gives you a few ways to find what you're looking for. Here's an overview of iTWOcx search, and a few tips to help you find things more easily.

Quick Keyword Search

To perform a quick search in iTWOcx click the search icon in the project bar and enter text in the Keyword box.



By default the keyword search is restricted to the form. This means it will search for that text in the title, fields, comments, and names of attachments. You can change this to search the text WITHIN attachments by selecting "Anywhere including Attachments" from the range drop down that's labelled "In".

Refine Search by Form Type

If your search returns too many results you can filter the search further to a specific form type.

The screenshot shows the iTWOcx web application interface. The browser address bar displays 'https://su.itwocx.com/CXDEMO'. The application header includes the iTWOcx logo and navigation icons. A left sidebar lists various menu items: Activities, Contract Admin, Correspondence, iTWO 5D, Defects, Register, Tenders, and Help. The main content area is titled 'Basic' and contains search filters: 'Select Document Types' (dropdown), 'Search keywords' (input field with 'slab'), and 'In' (dropdown with 'Anywhere on Form/Document (normal)'). Below these are expandable sections for 'Distribution', 'Notation', 'Projects', and 'Display'. A 'Display result per page' dropdown is set to 25. Action buttons for 'Excel', 'Save', and 'Search' are visible. The search results are categorized into three sections: Request for Information (RFI), Site Instruction (SI), and Variation Request (VARI). Each section contains a table with columns: REFERENCE, CREATED, AUTHOR, ACTION, TITLE/READ, STATUS/LATE, and ICON.

REFERENCE	CREATED	AUTHOR	ACTION	TITLE/READ	STATUS/LATE	ICON
RFI:MC-AA1#0001	25-JUN-13	MC-MC	MC-MC	Confirmation of the slab thickness	LATE400d	

REFERENCE	CREATED	AUTHOR	ACTION	TITLE/READ	STATUS/LATE	ICON
SI:BLK#0009	30-APR-13	MC-MC	RIB-AM	Reinforcing to Additional Piers and Capping Slab	LATE311d	

REFERENCE	CREATED	AUTHOR	ACTION	TITLE/READ	STATUS/LATE	ICON
VARI:MC-VV#0008	30-APR-13	MC-MC	VV-DM	Reinforcing to Additional Piers and Capping Slab	LATE311d	

Showing 1 to 17 of 17

Refine Search by Status

You can further refine the search by including the status of the form you are searching for. This option is available under the **Distribution** search panel.

This screenshot shows the same iTWOcx interface, but with the 'Distribution' search panel expanded. The 'Request for Information (RFI)' dropdown is selected. The search results are now filtered to show only RFI items. The 'Search Result' header is displayed, along with 'Summary' and 'Hide Filter' options. The table below shows the refined results.

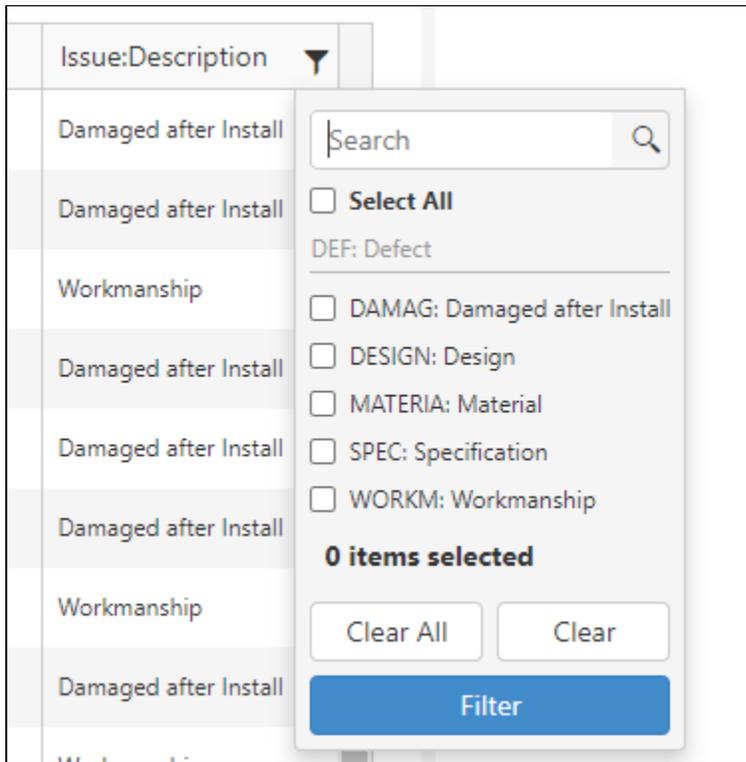
REFERENCE	CREATED	AUTHOR	ACTION	TITLE/READ	STATUS/LATE	ICON
RFI:BLK-MC#0001	15-APR-13	BLK-BB	MC-MC	Reinforcing to Additional Piers and Capping Slab	CLOSED	

REFERENCE	CREATED	AUTHOR	ACTION	TITLE/READ	STATUS/LATE	ICON
RFI:MC-AA1#0001	25-JUN-13	MC-MC	MC-MC	Confirmation of the slab thickness	LATE400d	

Showing 1 to 2 of 2

Refine Search by User Fields

You can further refine the search by filtering the user fields of the form you are searching for.



The image shows a search filter dropdown menu for the field 'Issue:Description'. The dropdown is open, displaying a list of user fields with checkboxes for selection. The fields are: 'DAMAG: Damaged after Install', 'DESIGN: Design', 'MATERIA: Material', 'SPEC: Specification', and 'WORKM: Workmanship'. There is also a 'Select All' option and a 'DEF: Defect' label. The dropdown includes a search bar at the top, a '0 items selected' status, and 'Clear All' and 'Clear' buttons. A blue 'Filter' button is at the bottom.



Also available in the distribution section are contact and date pickers used for refining the search to Who or When a form was created.

When using the a date picker you can type -7 in the **From** field to represent the a search for a form that was created in the last 7 days. This becomes super useful when you save the search, as it will dynamically change the date from period based upon when the saved search is run.

Other Search Options

Special Fields

This section allows you to search for forms using the custom user fields and will only appear if a form type is selected. The contents of this section will vary depending on the form type of selected and the user fields that have configured for that form.

Basic ▲

Defect (DEF) ▼

Search keywords In ▼

Distribution ▼

Notation ▼

Special Fields ▲

Position ▼ ▼ >>

Issue ▲
Damaged after Install ▼
Design ▼
Material ▼

Further Notes ▼

Location ▼ ▼ ▼ >>

Trade ▲
Blockwork (Blockit) ▼
Brickwork (Best Bricks) ▼
Carpet (A1 Carpet) ▼

Fields Based on Form Type

Cross Project

If you are on more than one Project on iTWOcx, you'll be able to search for items on some or all of them by ticking the project name.

Projects ▲

<input checked="" type="checkbox"/> CREST BUILDING	<input type="checkbox"/> CAESARS OFFICE REDEVELOPMENT
<input type="checkbox"/> ALDERSLY PARK DEVELOPMENT	<input type="checkbox"/> LILLYHAMMER STADIUM
<input type="checkbox"/> HOGWARTS SCHOOL	<input type="checkbox"/> PITTODRIE STADIUM
<input type="checkbox"/> WINTERFELL RECONSTRUCTION	<input type="checkbox"/> PARSDOWN DAM STAGE 2
<input type="checkbox"/> REN SCHOOL CARPARK	<input type="checkbox"/> NORTH RAIL STAGE 2
<input type="checkbox"/> FELTON BRIDGE	
<input type="checkbox"/> REY DEL FINN BUILDING STAGE 1	
<input type="checkbox"/> Select / Deselect All	

Notation

This section will specifically search for comments made by selected contacts within a date range.

Notation ▲

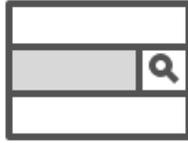
Author

From

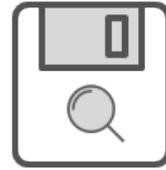
To



**Creating an In-line
editable search**



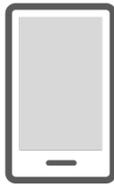
**Modifying the Layout of
search results**



Saving a Search



**Scheduling a saved
search**



**Searching on a List
(Table)**