

Global Searches

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

Quick Keyword Search

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

The screenshot shows the iTWOcx web application interface. The browser address bar displays <https://au.itwocx.com/CXDEMO>. The application header includes the iTWOcx logo and navigation icons. The left sidebar contains a menu with items: Activities, Contract Admin, Correspondence, iTWO 5D, Defects, Register, Tenders, and Help. The main content area is divided into sections: 'Notifications (6)' with a 'ToDo List' filter, a table of notifications, and a 'Hotlist' section. The 'Items Waiting' section shows 108 items 'On Me' and 151 items 'By Me on Others'. A 'Calendar' section is visible at the bottom right.

| REFERENCE | TITLE |
|----------------|--|
| WTX | |
| WTX#0003 | Zone 1 Structural Steel Shop Drawings |
| TX | |
| TX#0073 | Civil Landscaping Drawings |
| SI | |
| SI:BLK#0001 | Relocate Entranceway 300mm |
| SI:BLK#0008 | Cast-in Uni-Struts for Theatre Pendants |
| SI:JO#0003 | Ladder beam to Multi-deck Scaffold for Plumbers Trench |
| RFI | |
| RFI:MC-DC#0001 | Change to interior colour scheme (2) |

| Calendar |
|----------|
| SUN 13 |
| MON 14 |
| TUE 15 |
| WED |

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://au.itwox.com/CXDEMO`. The application header includes the iTWOcx logo and navigation icons. A left sidebar contains a menu with 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 present. The search results are organized 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 |
|--------------------------------------|-----------|--------|--------|--|-------------|------|
| Request for Information (RFI) | | | | | | |
| RFILMC-AA1#0001 | 25-JUN-13 | MC-MC | MC-MC | Confirmation of the slab thickness | LATE400d | |
| Site Instruction (SI) | | | | | | |
| SI:BLK#0009 | 30-APR-13 | MC-MC | RIB-AM | Reinforcing to Additional Piers and Capping Slab | LATE311d | |
| Variation Request (VARI) | | | | | | |
| 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.

Request for Information (RFI)

Search keywords: slab

In: Anywhere on Form/Document (normal)

Distribution ▾
 Notation ▾
 Special Fields ▾
 Projects ▾
 Display ▾

Display result per page: 25

Excel Save Search

Search Result

Summary Hide Filter

Request for Information (RFI)

| 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 | |
| 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.

Issue:Description

Search

Select All

DEF: Defect

- DAMAG: Damaged after Install
- DESIGN: Design
- MATERIA: Material
- SPEC: Specification
- WORKM: Workmanship

0 items selected

Clear All Clear

Filter



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.

Refine Search by 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.

The screenshot shows a search interface with several sections: 'Basic', 'Distribution', 'Notation', and 'Special Fields'. The 'Special Fields' section is highlighted with a blue arrow and the text 'Fields Based on Form Type'. It includes fields for 'Position' (Ceiling, General Ceiling), 'Issue' (Choose option, Damaged after Install, Design, Material), 'Further Notes' (exactly these words), 'Location' (Building A, Level 2, Room A22), and 'Trade' (Choose option, Blockwork (Blockit), Brickwork (Best Bricks), Carpet (A1 Carpet)).

Refine by Cascading Fields

The screenshot shows a search interface with two cascading fields: 'WBS' and 'Zone'. The 'WBS' field has a dropdown menu and a '>>' button. The 'Zone' field has a dropdown menu and a '>>' button. Red boxes highlight the '>>' buttons for both fields.

The  beside the field indicates that this is a cascading user field and that more tiers of this field exist.

1. Select the 1st tier from the dropdown box.
2. If there is another tier, it will display a second dropdown box. Select the 2nd tier from the dropdown list, and continue until you have the criteria needed to search on.
3. Click [Search].

If you would like to search for an item regardless of which cascading tier the item may appear:

1. Click  without selecting any item from the dropdown list. A new search box will display.
2. Enter the code of the term you are looking for with the wildcard character (*) entered before and after the code. This will search each tier of the cascading fields for results.
3. Click [Search].

Cross Project

If you are on more than one Project on iTWO cx, 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 