



www.e-cloud.co.za

ABOUT THE e-DOCX DOCUMENT ACCESS PORTAL

The e-DOCX system provides a Portal into your Company's purchase and use of "Proprietary Documents" that are sold by organisations serving the Building and Construction industry. The information related to your company's purchase of the Documents is securely stored on-line, in the "Cloud", and is accessible via the Internet.

Each of the "e-CLOUD CONSTRUCTION" SERVICES that incorporate the purchase and creation of Proprietary Documents, uses the e-CLOUD e-DOCX "Document Access Portal". This System has been specially developed for the on-line PURCHASE, CREATION, COMPLETION, COLLABORATION and STORAGE of Proprietary Documents, such as the PROCSA Suite of Client / Consultant Agreements, JBCC Suite of Contract Agreements, Health & Safety Suite of Documentation, the National Building Regulations Forms etc., These have been harmonized so that any Document purchased, uses the same methodology in its on-line creation and use.

A feature of the system is that the company only needs to set-up their "New Project Details" once. This Project information is then inserted into any new Document purchased and created; saving a considerable amount of time in the completion of the Documents. In order to save even more time, the system remembers Project information from a company's existing Projects, so that for example, if you have the same Architect on a new Project, you can select that Architectural company's name and its details will be automatically captured for your new Project.

Other features of this Portal into your company's purchase of Documents include:

- Viewing all your company's Projects that have purchased Documents with links to the Documents created
- Listing of all Documents Purchased by your company by Document Suite
- Access to lists of Document Prices
- Access to top-up your purchased 'Credits'
- Access to My Account providing details of:
 - Your company's "Credits Balance" and "Transaction History" including Document Purchase Statements
 - Updating facility for your 'Office Administrator' and 'Project Administrator' details
 - A list of your e-DOCX Users and their Roles with facility to update their details

Full User Instructions are provided: e.g. Required Software, the e-DOCX Step-by-Step Guide and Video Tutorials

"e-CLOUD Credits" are used to purchase the Documents, Special Support and On-line Training. Users can purchase Credits in one of two ways: By Credit card or by Electronic Funds Transfer (EFT).

When logging into the e-DOCX Document Access System the User is taken to the "Proprietary Document Index" screen which is the main access point into the system's facilities.

http://www.fh.co.za/cod/documents/das/start/dashboard Document Access System ... X

e-DOCX Document Access Company Portal
Document:- Purchase • Creation • Completion • Collaboration • Storage
Welcome to: **Contracts on Demand**
Name: Adrian Michie Current Credit Balance: R13,845 Registered User Category: Subscriber
Designation: Office Administrator

Company Overview | Document Prices | Purchase Credits | User Instructions | Customer Support | Company Account | Return to e-CLOUD Menu

PROPRIETARY DOCUMENT INDEX

About e-DOCX | What's New | Overview

NEW USERS - First please read the user instructions and view the Video Tutorials from the 'User Instructions' menu above.

 PROCSA Agreements Enter Document Suite	 JBCC Building Contracts Enter Document Suite	 Health & Safety Documents (CHS) Enter Document Suite	 NBR Control Forms Enter Document Suite
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Getting Started - Step By Step Guide How To Create Documents

A detailed Reference Guide to the complete e-DOCX Document Access Portal, has been provided for Users to refer to on an ad-hoc basis. This can be accessed by clicking the Button below:
[e-DOCX Reference Guide](#)

e-DOCX Document Access Portal contains opportunities for companies to advertise their Services. This is done in two ways. By the use of 'Active Banners' on the screens themselves and by taking full colour A4 Advertising Pages within specific Documents. These opportunities are described within our 'Marketing Maximizer' concept. Click the Advertising Button for more information:

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Company's session details

The top of each screen of e-DOCX displays the company session details for the current user as follows:

e-DOCX Document Access Portal

Document:- Purchase • Creation • Completion • Collaboration • Storage

Welcome to: [A N Other Company](#)

Name: [Joe Bloggs](#)

Current Credit

Registered User Category:

Designation: [Office Administrator](#)

Balance:

[Subscriber](#)

[R14,805](#)

- The name of your current User
- That person's Designation – Office Administrator, Project Administrator or Collaborator
- Your Company's current Credit Balance
- Whether your company is a Registered User or Subscriber

It must be stressed that this information is always kept secure and extremely confidential.

There are two categories of "e-CLOUD Construction" Registered Users (Registration is free):

- Pay-as-you-Go Users and Subscriber Users

Subscribers have access to additional facilities within the Document Access System and are able to purchase Documents at a 30% discount.

Both Pay-as-you-Go Users and Subscriber Users can:

- Obtain on-line access to Documents; cost and time saving, eliminating collection of hard-copy documents
- Purchase credits by EFT or credit card, receiving notification when the credit balance is low
- Create and store Documents on-line for each specific Project
- Complete Documents on-screen, saving time and effort
- Compare different Document Revisions
- Save the Documents On-line
- Access the Documents at any time
- Print the Documents as many times as required for a specific Project
- Save the Project Document to your workstation at any stage
- Access the Transaction History, reflecting purchases, current balances and Document purchase Statements
- Access User Instructions and a Video Tutorials

BENEFITS OF SUBSCRIBING

Annual subscription to each Document Suite Access Service is paid monthly by debit order. One subscription covers an unlimited number of workstations per office location.

Subscribers enjoy the following additional benefits:

- 30% discount on any Document purchased
- The ability to set up multiple "Project Administrators", who can then create Documents for their own Projects
- The facility to invite "Collaborators" in remote offices, to view, edit or print Documents
- The option to copy and import data from previously created Documents to a new Document
- The facility to send requests and queries to the publishers of the Documents by e-mail
- The ability to make suggestions / comments to the Document Publishers
- The option to participate in Forums, Corporate Blogs & Polls
- The option to subscribe to the e-DOCX Project Document Repository Service

**A Call Centre is available for subscribers during office hours (08h30 to 16h00)
to attend to technical queries. Tel: 087 940 9657**

[Click here to Subscribe](#)



For further information and to subscribe, please contact Tjaart Kruger



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