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## ABOUT THE BASIC SUITE DOCUMENT ACCESS SERVICE 13 June 2019

### DOCUMENT PURCHASE • DOWNLOAD • PRINT

The **Basic Suite** Document Access Service is an alternative to the **Pro Suite** Document Access Service. It is more suitable for those who do not wish to register for **Pro Suite** with its productivity enhancing facilities and only want a quick and easy online shopping cart with e-mail and printing functionality.

These Documents are not stored online and must be downloaded and saved on your computer. An e-mail is also sent to you with a link to download these Documents.

#### Features of the Basic Suite

The Service lists both 'Reference Documents' and 'Project Documents' that can be purchased either singularly or as a selection.

The User is required to enter their details and when Project Documents are selected, the Project and Client name is entered which is subsequently inserted on each page of the purchased Document in order to preserve the Document's copyright.

#### Purchase Process

The Users can purchase multiple Documents at once by selecting them in a drop-down menu. The Documents are then purchased through the use of the User's Credit or Debit Card or through their own bank by means of EFT. The User is taken through the e-CLOUD Construction e-Commerce payment gateway facility that connects to the User's Card purchase process. The Bank may require the user to register for 3D security on their card.

#### Document Delivery

When successfully purchased, the Documents can be downloaded and are also sent to the User as a URL link within an e-mail, for printing, electronic or hand completion, and saving.

#### Help Facility

An online help facility is available for the user's convenience.



For further information, please contact Tjaart Kruger

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