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ABOUT THE BASIC SUITE DOCUMENT ACCESS SERVICE 11 May 2020

DOCUMENT PURCHASE • DOWNLOAD • COMPLETE • 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 and 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 prior to purchase. The Documents are then purchased by 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.

Facilities available from the PROCSA Document Access Service Home Page are:

- **Sample Document** – in Flip-book format
- **More About** – descriptions of Basic Suite and Pro Suite
- **Comparison of Basic Suite and Pro Suite facilities**
- **Pro Suite Help Videos:** On using Pro Suite and adding Project Supplementary Details
- **Pro Suite Browsers:** What web Browsers to use
- **FAQ's:** – About the specific Document Access Service
- **Get Help:** – to Telephone contact number, Live Support and address information
- **Help Buttons** – to further information
- **Request:** for information on the Voluntary Association the User belongs to
- **Confirmation:** that the user has read the sales Terms & Conditions
- **Online Support Enquiry facility:** to open a ticket or to chat
- **Revolving advertising Active Banners:** used to reduce prices

The Facilities can be accessed directly from this Document Access Service Home Page. They are:

- Ensuring that any Document is only purchased for a specific Project, by requiring the purchaser to provide specific company and project information that is then automatically hard-coded onto each page of the Document – protecting its copyright.
- Document list with prices – ‘Reference’ and ‘Project Documents’
- Document purchase selection - allowing multiple Document purchases
- Document Purchase using Debit / Credit Cards or EFT (Banks may require 3D security registration)
- Online completion of Document field content
- Document download and printing
- e-mailing a link to the purchased Document printing, electronic or hand completion, and saving
- e-mailing an Invoice for the Document(s) purchased



For further information, please contact Tjaart Kruger



[e-mail: tjaart@contractsondemand.co.za](mailto:tjaart@contractsondemand.co.za) [Tel: 010 010 7588](tel:0100107588)