



ABOUT THE 'ELECTRONIC HARD-COPY SYSTEM' 23 Oct 2018

DOCUMENT PURCHASE • DOWNLOAD • PRINT

This System has been developed as an alternative platform to the 'Productivity System' for the Document Access Services. It is more suitable for those who do not wish to register for the 'Productivity System' in purchasing and creating the Documents and only want a quick and easy online 'shopping basket' with e-mail and printing functionality. The Documents are for completion by hand only.

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.

When 'Project Documents' are purchased and created it is essential to ensure the Project Name is spelled and inserted correctly as it is watermarked on each page of the Document and thus cannot be amended at a later stage.

Document Types

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

User Information

The user must capture their first name, last name, email address, and company name. 'Project Documents' however, require the User to complete the additional 'Project name field'. This enables the system to insert the Project name on every Document page, to preserve the Document's copyright.

The User must also select from a dropdown, the Professional Association / Institute that their Company's Director is a member of.

Purchase Process

The User can purchase multiple Documents at once by pressing the CTRL button and at the same time clicking on the multiple items required to purchase. Once this is done a 'Purchase New Document' button is clicked on. The Documents are 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 Users Credit Card purchase process. The Bank may require the user to register for 3D security on the 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, hand completion, and saving.



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