About the Document Access Service Pro Suite System ¹ˢᵗ June 2024

ONLINE DOCUMENT PURCHASE ● CREATION ● COLLABORATION ● COMPLETION● SIGNING ● REPLICATION ● STORAGE

One of the e-CLOUD Construction® Network of online 'Productivity Services' is our 'Document Access Service'. This contains 'Service Channels' that contain 'Suites' of digital Contract and Agreement Documents such as JBCC, NEC PROCSA, CESA, SMME, Health & Safety etc. These Documents can be purchased and completed online. The Documents purchased by your company and the information relative to them is securely stored on-line, in the "Cloud".

The online system that the Document Access Service uses is called e-DOCX and features 'Productivity Facilities' that enable the completion and management of these Documents. The e-DOCX system comprises of 'Basic Suite' and 'Pro Suite'. Basic Suite serves those companies that purchase Documents infrequently and do not require to use 'Productivity Facilities' whereas Pro Suite features an array of 'Productivity Facilities' that enable companies to save time and money by their use. The e-DOCX Platform has a full Administrative 'backend' that allows for detailed User support and maintenance.

The Pro Suite System

Pro Suite provides 'productivity facilities' when purchasing and completing documents through the Document Access Service.
A major productivity facility provided is that the information about a new Project only needs to be set-up once. These 'Project Details' are then inserted automatically into any new Document purchased and created for that Project, irrespective of its Document Suite, saving a considerable amount of time in the completion of Documents.

Pro Suite Software Requirement

Adobe Reader is required for the Pro Suite. This is a free download from adobe.com. Users can make use of any of the available Web Browsers, but important changes to the standard default settings are required.

User Registration, Login and Data

Pro Suite Users are initially required to Register either their own individual or their company's details on the system and are provided with a password that they can change at any time. Their e-mail address is the login username. This registration process enables the System to identify the User as an 'Office Administrator' and displays company status information upon login.

Company Status Information

Pro Suite displays the following company information upon login at the top of each page:
The User's Company name, User's Name, User's System Designation. It also gives the current Company Office balance of 'e-CLOUD Credits' that are available for the purchase of Documents.

Company Office Account

Pro Suite provides the User with access to the following:

1. Ability to set up 'Project Administrators' and 'Office Users'
2. Company Office Reports (This information is always kept secure and extremely confidential)
    a. Document Purchase Statement – by Company Office
    b. Document Purchase Statement – by Project. (A List of your Company's Projects with links to the Documents created for those Projects)
    c. Document price list
    d. View List of Documents Purchased – by Project
    e. View List of Documents Purchased – by Document Suite
    f. Transaction History Report
    g. List of 'Credits' purchase Invoices
    h. A list of all the Company Office's Users and their 'Roles' with an update facility
    i. A list of Company Office Document Collaborators with set-up facility

Document Access Service Channels

e-DOCX has a 'Home Page' for each Document Service Channel. This 'Home Page' allows users to register to use and log into Pro Suite. All Document Access Service Channels are accessible via a dropdown menu, whichever Home Page the system is accessed through.

Each Document Access Service Channel contains the following menus:

a. Document Prices per Document Suite
b. Purchase facility of 'e-CLOUD Credits' by Credit card or by Electronic Funds Transfer (EFT). 'e-CLOUD Credits' are used to purchase Documents, Special Support and Online Training etc.
c. User Instructions
d. Users' Company Office Account information
e. Client Support 'Call Centre' access to telephonic, e-mail and online support during office hours

Pro Suite Productivity Facilities

Pro Suite has been designed to provide our Users with 'Productivity Facilities' that enable the saving of time and money, when completing Documents. The table below lists these facilities and highlights the enhanced facilities that are **only** available to **Pro Suite Premium Subscribers**. Some Channels provide all facilities, whilst others have Documents that do not need a particular facility.

Call Centre

Users of Pro Suite can contact our Call Centre and / or online AI Virtual Assistant when experiencing any problems, or require assistance.

Pro Suite Premium - Subscription Service

More and more online Services are being sold on a subscription basis; you almost certainly have subscriptions for streaming music and video content, i.e. YouTube Premium or Spotify, etc. We are heading toward a world where more Service Providers' income is supplemented by subscriptions, rather than advertising, whilst at the same time providing Clients with more value for their money.

An annual subscription service called **Pro Suite Premium** is now available to all users of the e-CLOUD Construction Network Document Access Service and enables companies to increase the productivity of their staff by being able to use additional facilities to those available to general Pro Suite users. These increase the user's Document productivity, provide access to Reference information and to previous Document Editions and provides use of our secure Online e-Tendering System. Thus saving you even more money. It is paid monthly by Credit / Debit Card or EFT. One subscription covers an unlimited number of workstations per office location.

e-Tendering System

Pro Suite Premium Service provides access to e-Docx's 'e-Tendering System' for Pro Suite Premium Subscribers. This includes a facility where, once your Documents are 'Finalized', they can be automatically transferred to a secure online 'Project Tenderer Folder', created for each Tender, where additional Tender Documents such as drawings etc., can be uploaded. Each Tenderer is then selected, and a secure 'Tenderers Document Folder' created for each Tenderer, where all the Project Tender Documents' are copied to. Each Tenderer is then sent a 'Tender Invitation' e-mail with a link to click on which automatically sends an SMS message with a unique Access Token Number, that allows access to that Tenderer's Tender Document Folder.

A unique online e-Tender Vault is then set up as part of the system, for the Adjudicators are set-up and given access to the e-Tender Vault at the time and date it is set up to automatically open. Secure Access to the e-Tender Vault is automatically provided to the Tenderer for secure submission of his/her own Tender Documents.

[Click here to read more about Pro Suite Premium](#)

[Click here to Subscribe](#)

Pro Suite Productivity Facilities

The major productivity facility provided is that the information about a new Project only needs to be set-up once. This 'Project Details' information is then inserted into any new Document purchased and created, irrespective of the Document Suite; saving a considerable amount of time in the completion of the Documents. In order to save even more time, information from a company's existing Projects is remembered, 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. These Productivity Facilities are listed below and include additional productivity facilities provided in our Pro Suite Premium Subscription Service:

Register & Manage your company information

- **Register:** your own or Company Office Account with Pro Suite, with Login requirements
- **Setup 'Office Users':** who are other Users in your office who can access your on-line library of Reference Documents
- **Setup an 'Office Administrator':** allowing them to purchase and complete Agreements for the company
- **Setup 'Office Users':** who are other Users in your office who can access your on-line library of Reference Documents
- **Setup 'Project Administrators':** giving a member of a Project Team Document creation authority
- **Setup 'Document Collaborators':** set up people from other companies to assist in completion of Documents
- **Assign 'Document Collaborators:** to a specific Document either with View Only, or View and Edit access
- **Manage:** User logins and control access by different users within the same company office
- **Purchase credits:** by EFT or credit card, receiving notification when the credit balance is low
- **Access:** your created Company 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
- **Search:** each Document by keyword
- **Company Office Reports:** Access Office reports on Document purchases etc.

Capturing new Project Information to be inserted into Documents

- **Mandatory Project Details:** the Project's name and Reference number is captured and inserted automatically as a watermark onto every page of the Documents. This protects its copyright
- **Project Details:** a Project's Participants e.g. Client, Consultants, Mediator, Arbitrator, Contractor, Subcontractors are captured only once and can be updated if necessary. These Project Details are then automatically inserted into every Document for a particular Project
- **Database Storage:** of your company's Project Participants, so that you do not have to re-capture these details again if you wish to re-use these companies on another Project
- **Update:** your Project Participants by inviting them, by e-mail, to update their information directly into your company's database

Creating & Completing Documents

- **Purchase & Create:** create .pdf 'Project' & 'Reference' Documents. (Adobe Writer software is not required.)
- **Complete:** 'Project' Documents' on-screen, saving time and effort
- **Capture:** additional information manually into your Documents
- **Use:** built-in dropdown options for completion of Document fields
- **Rich Text:** built in facility to strike out, underline, italic or bolden text within Document fields
- **Save:** each Document online in a special Company Office Database
- **Replicate:** copy and import data from previously created Project Agreements, across Projects and/or to another Project Agreement
- **Collaborate:** electronically with third parties in remote offices to view, edit, and print or view only, particular Project Documents
- **Receive by Email:** request the system to email yourself a document
- **Track & Compare:** previous working revisions of a Document to see a history of changes

- **Insert electronic initials and signatures:** into Agreements in a very secure way and check this workflow
- **Add and Send / Sticky Notes**: Add comments, highlights and other annotations and invite people to comment via e-mail whilst tracking responses. Invite people to add comments to a shared file and track responses (Note: this facility can only be used by Adobe Standard or Pro Subscribers)
- **Insert Pages**: incorporate PDF Annexures and additional pages into a 'Finalized' ~~one~~ secured PDF document. (Note: this Facility can only be used by Adobe Standard or Pro Subscribers)
- **Artificial Intelligence (AI)**: AI Assistant is available for Users to interrogate clauses within their documents
- **Finalize:** close documents to prevent further editing
- **Document Visibility:** hide or reveal documents within the system
- **Send and Share:** send or share Documents as an attachment to an e-mail address

Document Records

- **Store and list Agreements:** created for each specific Project, eliminating collection of hard-copy documents
- **Store and list Reference Documents:** for access by your 'Office Users'
- **Access:** 'Project Document Folder's across multiple Document Suites such as PROCSA, JBCC, CESA, ECS NEC etc.
- **Download and save:** Agreements to the User's own workstation, if required
- **View an 'Archive Store':** of all previous Editions of the Agreements

Electronic Signing

- Various options and choices are available as far as electronic signatures are concerned including e-Cloud's 'Sign on Demand Service'

Other Premium Facilities

- **FAQ's (Frequently Asked Questions):** This is a facility providing answers by experts, to 'Frequently Asked Questions'
- **CPAP Indices & Archives:** This facility provides your company with access to monthly CPAP Indices
- **e-Tendering System:** Use of our e-Tendering System with 'TenderVault' to set up and call for Tenders
- **Purchase of Agreement Bundles:** Purchase of Bundles that can be purchased for the larger Projects

See below for a comparison of Basic Suite, Pro Suite and Pro Suite Premium Facilities

e-DOCX SYSTEM PRODUCTIVITY FACILITY COMPARISONS

	Basic Suite	Pro Suite	Pro Suite Premium Available on subscription to all Pro Suite Users
Registration			
• Creation of a company account required	X	√	√
• Username, password and login required	X	√	√
User Access			
• Administrator permissions available	X	√	√
Company Status			
• Company dashboard displaying User's Name, Designation, the names of the different 'Document Access Services', balance of 'Credits'	X	√	√
Company Office Account			
• Company Office Reports a. Document Purchase Statement – by Company Office b. Document Purchase Statement – by Project (A List of your Company's Projects with links to the Documents created for those Projects) c. Document price list d. View List of Documents Purchased – by Project e. View List of Documents Purchased – by Document Suite f. Transaction History Report	X	√	√
Purchase Mechanism			
• Purchase credits by credit card or instant eft, and deduct from credits balance each time a document is created	X	√	√
• Purchase documents by credit card or eft, and select multiple documents at once	√	X	X
Mandatory Software			
• Browser compatibility and mandatory requirements	X	√	√
• Adobe Acrobat Reader	√	√	√
• Adobe Acrobat Writer	X	X	X
Capturing of Project Information inserted into Documents			
• **'Mandatory Details':** the Project's name is captured and inserted automatically as a watermark onto every page	√	√	√
• **'Project Details' that are automatically inserted into Documents:** a Project's Participants e.g. Client, Consultants, Mediator, Arbitrator, Contractor, Sub-contractors are captured only once, can be updated, and are stored online	X	√	√
• **Database Storage:** Project Participants are sored online so that you do not have to re-capture these details again if you wish to re-use these companies details on another Project	X	√	√

Creating and Completing Documents			
• **User Instructions:** Guides and videos	√	√	√
• **Document Prices:** per Document Suite	√	√	√
• **Purchase & Create:** create .pdf 'Project' & 'Reference' Documents	√	√	√
• **Complete:** 'Project' Documents' on-screen, saving time and effort	√	√	√
• **Capture:** additional information manually into your Documents	√	√	√
• **Use:** built-in dropdown options for completion of Document fields	√	√	√
• **Rich Text:** built in facility to strike out, underline, italic or bolden text within Document fields	X	√	√
• **Save:** each Document online in a special Company Office Database	X	√	√
• **Document Visibility:** hide or reveal documents within the system	X	√	√
• **Send & Receive:** Request the system to email yourself a document	X	√	√
• **Add and Send / Sticky Notes:** Add comments, highlights and other annotations and invite people to comment via e-mail whilst tracking responses. (Note: this Facility can only be used by Adobe Standard or Pro Subscribers)	X	√	√
• **Insert Pages:** Incorporate PDF Annexures and additional pages into a 'Finalized' secured PDF document. (Note: this Facility can only be used by Adobe Standard or Pro Subscribers)	X	√	√
• **Electronic signatures:** sign electronically	√	√	√
• **Finalize:** Documents to prevent further editing	X	√	√
• **Send:** Documents as an attachment to an e-mail address	√	√	√
• **Artificial Intelligence (AI):** The Document Access Service Virtual AI Assistant is available for Users to query clauses within their Document.	X	√	√
Security			
• **Watermark:** embedded into each page with the project name and date	√	√	√
• **QR Code:** embedded into each page to verify the project name that was used at the time of purchase. Use your smart phone camera as a scanner to verify	√	√	√
• **Original Certification:** Original Certification Stamp embedded on front page to verify the authenticity of the Document. (Click to Verify)	√	√	√

Document Records			
• **Store and list Documents online:** created for each specific Project, eliminating collection of hard-copy documents	X	√	√
• **Access: '**Project Document Folder's across multiple Document Suites such as PROCSA, JBCC, NEC etc.	X	√	√
• **Download and save:** Agreements to the User's own workstation, if required	√	√	√
Manage your Company Information			
• **Purchase credits:** by instant EFT or credit card, providing notification when the credit balance is low	X	√	√
• **Access online:** your created Company Documents at any time	X	√	√
• **Print:** the Documents as many times as required for a specific Project	√	√	√
• **Search:** each Document by keyword	√	√	√
Client Support 'Call Centre': • Access telephonic, e-mail and online support during office hours	√	√	√
See below for the table of Facilities available exclusively to Pro Suite Premium Subscribers			

Pro Site Premium Only - Additional Facilities	Basic Suite	Pro Suite	Pro Suite Premium Available **on subscription** to all Pro Suite Users
Office Management			
• **Manage:** User logins and control access by different users within the same company office	X	X	√
• **Monthly Subscription:** Deductions by credit or debit card on a monthly basis	X	X	√
• **Office Users List:** Access to a list of all the Company Office's Users and their 'Roles' with an update facility	X	X	√
Capturing of Project Information inserted into Documents			
• **Project Details Invitation Facility:** Enables an invitation to the designated email address of the Organisations listed in the Supplementary Details section of the System, to save time in the population of these fields by updating their information directly into your company's database	X	X	√
Creating and Completing Documents			
• **Replicate:** copy and import data from previously created Project Agreements, across Projects and/or to another Project Agreement	X	X	√
• **Collaborate:** electronically with third parties in remote offices to view, edit and print or view only, particular Project Documents	X	X	√
• **Track & Compare:** previous working 'Revisions' of a Document to see a history of changes	X	X	√
• **Purchase of Agreement Bundles :** Purchase of Bundles that can be purchased for the larger Projects with numerous N/S Subcontractors, each requiring Subcontract Agreements and Contract Data Documents. Based on the size of the Bundle, prices reduce and therefor prides savings for the User. When a Document is created from a purchased Bundle, the reduced cost of the Document reduces the Bundle Balance until there are no more Documents left. (JBCC Channel only)	X	X	√
• **'Sign On-Demand' Service (Extra charges levied) :** enables the secure electronic initialing and signing of Agreements by Project signatories on a round robin basis. A further benefit being the merging of all related annexures in one combined document for initialing and signature. A full audit trail is included, and each signatory receives and electronic copy of the secured document for record purposes	X	X	√
Document Records			
• **Online Library for Staff:** create a library of Reference Documents for access by your Company staff members	X	X	√
• **View an 'Archive Store':** of all previous Editions of the Documents	X	X	√

Manage your Company Information			
• **Setup 'Office Users':** who are other Users in your office who can access your on-line library of Reference Documents	X	X	√
• **Setup an 'Office Administrator':** allowing them to purchase and complete Agreements for the company	X	X	√
• **Setup an 'Office Administrator':** allowing them to purchase and complete Agreements for the company	X	X	√
• **Setup 'Project Administrators':** giving a member of a Project Team Document creation authority	X	X	√
• **Setup 'Document Collaborators':** set up people from other companies to assist in completion of Documents	X	X	√
• **Assign 'Document Collaborators:** to a specific Document either with View Only, or View and Edit access	X	X	√
Other Pro Suite Premium Facilities			
• **FAQ's (Frequently Asked Questions):** This is a facility providing answers by experts, to 'Frequently Asked Questions' relative to the Agreements. Users can keyword search all Questions & Answers by Agreement, Edition and Clause Number. (JBCC Channel only)	X	X	√
• **CPAP Indices & Archives:** This facility provides your company with access to monthly CPAP Indices for fluctuating price contracts and also, to a historic record of past monthly CPAP Indices (JBCC Channel only)	X	X	√
• **e-Tender System with 'TenderVault':** Subscribers to Pro Suite Premium can provide time saving and secure online Tendering by use of this system, that now includes inclusion of our Tender-Vault. Users can setup e-Tenders using preset workgroups whereby Contract Data Documents can be created for each Tenderer, using the copy feature across Documents. Users can setup their Project Tender Vaults. The system automatically sets up a set of Tender Vaults for a Project	X	X	√
• **Complimentary Credits** Complementary gift of free Credits worth R300 for Document Purchase valid for 12 months from date of start of Subscription	X	X	√