Pro Suite Premium Subscription Service ^{8 February 2022}

Document Access Services within the e-CLOUD Construction® Suite of Productivity Services is available through the Internet and is used to purchase and complete online, JBCC, PROCSA, CESA and Health & Safety Document Suites etc.

The Pro Suite System

The Pro Suite System is the online system that is used to provide productivity facilities when purchasing documents through the Document Access Service. The major productivity facility provided is that the information about a new Project only needs to be set-up once. This project information is then inserted automatically into any new Document purchased and created, irrespective of the Document Suite, saving a considerable amount of time in the completion of Documents.

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 Provider's 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 Document Access Service and enables companies to increase the productivity of their staff by being able to use additional facilities that increases the user's Document productivity, provides access to Reference information and previous Document Editions, enables secure Online Tendering and provides monetary savings. It is paid monthly by Credit / Debit Card. One subscription covers an unlimited number of workstations per office location.

This Subscription Service provides your company with:

1. Increased Document Productivity

    i. Access to Reference Documents for all Staff
    Provides a facility of any Member of your staff to access the Reference Documents that were previously purchased

    ii. Agreement Copy Facility
    Enables the copying of inputed fields from previously completed Documents, saving considerable time in Document completion

    iv. Agreement Revision Control Facility
    Enables access to previous revisions of a Document and identifies their author, the date it was completed, and the tracked changes compared across Revisions

    v. Collaboration Facility
    Enables the person completing a Document to invite and provide remote access to it for another person, to assist in its completion. 'View only' access is a feature, as well as one time or perpetual access to the Document.

vi. Supplementary 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

vi. 'Sign On-Demand' Service (Extra charges levied)

This is an additional Service that is available to Pro Suite Premium subscribers only, and enables the secure electronic initialing and signing of Agreements by Project signatories on a round robin basis. There is a link to this Service alongside every Pro Suite Document created. 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

2. Reference Access - Documents and Other

i. 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

ii. 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

iii. Reference Access to Previous JBCC Agreement Editions

Previous JBCC Document Editions dating back to 2000. Archives include Agreements, Preliminaries, and General Conditions for:

- Previous Release (PBA/NSA/MWA - Release during 2000 – 2002)
- Previous Release (PBA/NSA/MWA - Release during 2003)
- Previous Release (PBA/NSA/MWA - Release during 2004)

iv. Reference Access to Previous PROCSA Agreement Editions

- Previous PROCSA Document Editions - 2nd and 3rd Editions

3. Increased Procurement Productivity through Online Tendering

Companies can provide time saving and secure online Tendering by use of this system, that now includes inclusion of our Tender-Vault Service for Subscribers to Pro Suite.

Users can setup Tenders using preset workgroups whereby JBCC 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 Folders for the Project. These folders are as follows:

- "Tender Service Type Document Folder" - a folder containing all the Tender Documents for a particular Tender Service Type. The Project Administrator populates this by uploading the Tender documents to it. Once complete the contents of this folder are copied into each "Tenderer's Document Folder"

- "Tenderer's Document Folder - a unique folder for each Tenderer, containing all Tender Documents required for Tendering on a specific Tender Service Type. The Tenderer is sent a link to this folder in an "Invitation to Tender" e-mail. Once the Tenderer accesses this folder, the documents within it can be viewed and downloaded

- "Tender Vault Folder" – a unique folder for each "Tender Service Type" that the Tenderers can upload their Tender submission Document(s) into. This folder is set up with an Adjudication Date and Time and can only be opened and its contents viewed, when this date is arrived at. This ensures complete confidentiality of Tender submissions

4. Monetary Savings

i. Purchase of Agreement Bundles

Pro Suite Premium enables the purchase of JBCC Document 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

ii. Complimentary Credits

Complementary gift of free Credits worth R300 for Document Purchase valid for 12 months from date of start of Subscription
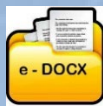
Click on the following link to Subscribe: https://fh.co.za/cod/?q=node/110790

For further information, please contact Marilyn Dos Santos
marilyn@e-cloud.co.za   Tel: 010 010 7588

See below for Facility comparisons for the Basic Suite, Pro Suite and Pro Suite Premium

Basic Suite, Pro Suite and Pro Suite Premium Comparison of Facilities

	Basic Suite	Pro Suite	Pro Suite Premium
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	√	√

g. A list of all the Company Office's Users and their 'Roles' with an update facility	X	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
• Subscription by credit or debit card on a monthly basis			√
Mandatory Software			
• Browser compatibility and mandatory requirements	X	√	√
• Adobe Acrobat Reader	X	√	√
• Adobe Acrobat Writer	X	X	X
Capturing of Project Information to be inserted into Documents			
• **Mandatory Project Details:** the Project's name is captured and inserted automatically as a watermark onto every page	√	√	√
• **Supplementary Details:** 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	√	√
• **Supplementary Details Invitation Facility:** Enables an invitation to the designated email address of the Organisations listed in the	X	X	√

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			
• **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 Documents

• **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	√	√	√
• **Save:** each Document online in a special Company Office Database / each Document offline in a special Company Office Database	X / √	√ / √	√ / √
• **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	√
• **Electronic signatures:** sign electronically	√	√	√
• **'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	√
• **Finalize:** Documents to prevent further editing	X	√	√
• **Send:** 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	√	√	√
• **Online Library for Staff:** create a library of Reference Documents for access by your Company staff members	X	X	√
• **Access: '**Project Document Folder's across multiple Document Suites such as PROCSA, JBCC, etc	X	√	√
• **Download and save:** Agreements to the User's own workstation, if required	√	√	√
• **View an 'Archive Store':** of all previous Editions of the Agreements	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 '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	√
• **Manage:** User logins and control access by different users within the same company office	X	X	√
• **Purchase credits:** by instant EFT or credit card, providing notification when the credit balance is low	X	√	√
• **Access:** your created Company Documents at any time	√	√	√
• **Print:** the Documents as many times as required for a specific Project	√	√	√
• **Search:** each Document by keyword	√	√	√
Other Premium Features			
• **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	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	X	X	√
• **TenderVault:** Companies can provide time saving and secure online Tendering by use of this system, that now includes inclusion of our Tender-Vault Service for Subscribers to Pro Suite. Users can setup Tenders using preset workgroups whereby JBCC 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 Folders for the Project	X	X	√
Purchase of Agreement Bundles: Purchase of JBCC Document 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	X	X	√