# e-DOCX SYSTEM PRODUCTIVITY FACILITY COMPARISONS ¹ June 2024

| | Basic Suite | Pro Suite | Pro Suite Premium<br>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<br>  a. Document Purchase Statement – by Company Office<br>  b. Document Purchase Statement – by Project (A List of your Company's Projects with links to the Documents created for those Projects)<br>  c. Document price list<br>  d. View List of Documents Purchased – by Project<br>  e. View List of Documents Purchased – by Document Suite<br>  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':**<br>• 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<br>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 | √ |

| Feature | | | |
|---|---|---|---|
| **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 | √ |