



e-DOCX SYSTEM 2 April 2019

Basic & ProSuite Comparison of Facilities

	Basic	ProSuite
Registration		
<ul style="list-style-type: none"> • Creation of a company account required 	X	✓
<ul style="list-style-type: none"> • Username, password and login required 	X	✓
User Access		
<ul style="list-style-type: none"> • Administrator permissions available 	X	✓
Company Status		
<ul style="list-style-type: none"> • Company dashboard displaying User's Name, Designation, the names of the different 'Document Access Services', balance of 'Credits' 	X	✓
Company Office Account		
<ul style="list-style-type: none"> • Company Office Reports <ol style="list-style-type: none"> 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 	X	✓
Purchase Mechanism		
<ul style="list-style-type: none"> • Purchase credits by credit card or eft, and deduct from credits balance each time a document is created 	X	✓
<ul style="list-style-type: none"> • Purchase documents by credit card or eft, and select multiple documents at once 	✓	X
<ul style="list-style-type: none"> • Can purchase documents for multiple Projects within the same transaction 	X	✓
Mandatory Software		
<ul style="list-style-type: none"> • Browser compatibility and mandatory requirements 	X	✓
<ul style="list-style-type: none"> • Adobe Acrobat Reader 	X	✓
<ul style="list-style-type: none"> • Adobe Acrobat Writer 	X	X
Capturing of Project Information to be inserted into Documents		
<ul style="list-style-type: none"> • Mandatory Project Details: the Project's name is captured and inserted automatically as a watermark onto every page 	✓	✓
<ul style="list-style-type: none"> • 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	✓

<ul style="list-style-type: none"> • Database Storage: Project Participants are stored 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	✓
<ul style="list-style-type: none"> • Update: your Project Participants by inviting them by e-mail to update their info. directly into your company's database 	X	✓
Creating Documents		
<ul style="list-style-type: none"> • Purchase & Create: create .pdf 'Project' & 'Reference' Documents : purchase historic and earlier editions 	✓ X	✓ ✓
<ul style="list-style-type: none"> • Complete: 'Project' Documents' on-screen, saving time and effort 	✓	✓
<ul style="list-style-type: none"> • Capture: additional information manually into your Documents 	✓	✓
<ul style="list-style-type: none"> • Use: built-in dropdown options for completion of Document fields 	✓	✓
<ul style="list-style-type: none"> • Save: each Document online in a special Company Office Database each Document offline in a special Company Office Database 	X ✓	✓ ✓
<ul style="list-style-type: none"> • Replicate: copy and import data from previously created Project Agreements, across Projects and/or to another Project Agreement 	X	✓
<ul style="list-style-type: none"> • Collaborate: electronically with third parties in remote offices to view, edit and print or view only, particular Project Documents 	X	✓
<ul style="list-style-type: none"> • Track & Compare: previous working revisions of a Document to see a history of changes 	X	✓
<ul style="list-style-type: none"> • Electronic signatures: sign electronically 	✓	✓
<ul style="list-style-type: none"> • Insert electronic initials and signatures: Invite signatories electronically to initial and sign Agreements in a very secure way and control process workflow 	X	✓
<ul style="list-style-type: none"> • Finalize: Documents to prevent further editing 	X	✓
<ul style="list-style-type: none"> • Send: Documents as an attachment to an e-mail address 	✓	✓
Document Records		
<ul style="list-style-type: none"> • Store and list Agreements: created for each specific Project, eliminating collection of hard-copy documents 		
<ul style="list-style-type: none"> • Online Library for Staff: create a library of Reference Documents for access by your Company staff members 	X	✓
<ul style="list-style-type: none"> • Access: 'Project Document Folder's across multiple Document Suites such as PROCSA, JBCC, etc 	X	✓
<ul style="list-style-type: none"> • Download and save: Agreements to the User's own workstation, if required 	✓	✓
<ul style="list-style-type: none"> • View an 'Archive Store': of all previous Editions of the Agreements 	X	✓
Manage your Company Information		
<ul style="list-style-type: none"> • Setup 'Office Users': who are other Users in your office who can access your on-line library of Reference Documents 	X	✓

<ul style="list-style-type: none"> • Setup an 'Office Administrator': allowing them to purchase and complete Agreements for the company 	X	✓
<ul style="list-style-type: none"> • 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 	X	✓
<ul style="list-style-type: none"> • Assign 'Document Collaborators': to a specific Document either with View Only, or View and Edit access 	X	✓
<ul style="list-style-type: none"> • Manage: User logins and control access by different users within the same company office 	X	✓
<ul style="list-style-type: none"> • Purchase credits: by EFT or credit card, receiving notification when the credit balance is low 	X	✓
<ul style="list-style-type: none"> • Access: your created Company Documents at any time 	✓	✓
<ul style="list-style-type: none"> • Print: the Documents as many times as required for a specific Project 	✓	✓
<ul style="list-style-type: none"> • Search: each Document by keyword 	✓	✓



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