

DIFFERENCE BETWEEN REFERENCE DOCUMENTS AND PROJECT DOCUMENTS

Rev 3

REFERENCE (non-editable) DOCUMENTS

- For Reference Purposes only
- Can be used on an ongoing basis for reference
- Price is cheaper than for Project Documents
- Watermarked as “For Reference Purposes Only”
- No completion of fields permitted
- Populatable fields are locked from editing
- Document text is locked for editing
- Unlimited printing
- Library of Reference Documents is available for access to all other users within your Company if created using e-DOCX
- Can be saved and stored locally and online
- Can be shared by email

PROJECT DOCUMENTS (editable using e-DOCX Productivity System)

Project Documents created outside of the e-DOCX Productivity System do not permit electronic completion and are only available for hand completion (hardcopy)

- For use on Projects
- Cannot be re-used on other Projects
- Price is more expensive than Reference Documents
- Watermarked with “Project Name and Date” with unlimited printing
- Populatable fields are open for editing
- Permits completion and ongoing amendment of fields
- Document text is locked from editing
- e-DOCX facilities such as copying of documents, collaboration with others for completion, invitation for update of consultant details, automated population of fields from company database and revision control
- Allows for electronic signature
- Project Documents are only visible to the assigned “Project Administrators”
- Can be saved and stored locally and online