

REFERENCE DOCUMENTS

- For Reference Purposes only
- Can be used on an ongoing basis for reference
- Price is much cheaper than for Project Documents
- Watermarked as “For Reference Purposes Only”
- No completion of fields required
- Populatable fields are locked for editing
- Document text is locked for editing
- Unlimited printing
- Library of Reference Documents is available for access to all other users within your Company
- Can be saved and stored locally

PROJECT DOCUMENTS

- For use on Projects
- Cannot be used on other Projects
- Price is more expensive than for a Reference Document
- Watermarked with “Project Name and Date”
- Permits completion and later edition of fields
- Populatable Fields are open for editing
- Document text is locked for editing
- Unlimited printing
- ‘Power’ features 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