Rev 20/10/2018

‘Productivity Facilities’

Please note that the ‘Productivity System’ is an Application and has been developed to be flexible, giving Users the choice of using all or part of its Productivity facilities. As with all computer Applications, Users need to invest time in learning to use the Application to take full advantage of these facilities. Full help is provided

Purchase

- Purchase “Credits”, by Credit/Debit card and by Electronic Funds Bank Transfer (EFT), in order to save time in purchasing multiple Agreements over a period of time

Create

- Record a new Project's 'Mandatory Details' being a Project name and Reference number. This information is inserted automatically as a watermark onto every page. This security watermark is designed to enforce Copyright
- Pre-populate a new Project’s contractual information by recording the Projects 'Supplementary Details' regarding Client, Consultants, Mediator & Arbitrator, so that this information can be automatically inserted into the Agreements when they are created, saving time and effort
- Capture information regarding a new Project only once. It is then stored and automatically inserted into any Document Suite of choice, be it PROCSA, JBCC, Health & Safety etc.
- Invite Consultants by email to populate their own details directly into the database

Collaborate

- Invite by e-mail “Agreement Collaborators” in remote offices, to view, edit and print or view only, a particular Project's Agreements

Complete

- Electronic completion of fields
- Built-in dropdown options for completion of fields
- Insert electronic signatures into Agreements

Replicate

- Copy and import data from previously created Project Agreements, across Projects and/or to another Project Agreement

Store

- Project Folders across multiple Document Suites such as PROCSA, JBCC, Health & Safety & National Building Regulations
- Store and list Agreements created for each specific Project
- View an 'Archive Store' of all previous Editions of the Agreements
- Receive Documents as an attachment within an email
- Download and save Agreements to the User’s own workstation, if required

Manage

- Setup “Office Users”. These are other Users in your office who can then access the on-line library of Reference Documents
- Setup “Office Administrators” and “Project” Administrators allowing them to purchase and complete Agreements on behalf of the company, including the assigning of multiple ‘Project Administrators’ to each Project
- Setup “Collaborators” either with View Only, or View and Edit access
- Control access of “Project Administrators” to Projects
- Track all changes to revisions
- Prevent further editing of Agreements by using the “Finalize” feature
- Manage user logins and control access by different users, all within the same company
- Access a ‘Company Account Management’ facility allowing the production of reports on:
    - Agreements purchased by Office or by Project
    - List of all Agreements that have been purchased to date
    - Project Statements to claim Disbursements
    - Historic record and access of Invoices

Support

- Access a free manned 'Call Centre' during office hours (09h00 to 16h00) to address queries on Tel: 010 010 7588