

## e-PROCSA DOCUMENT ACCESS SERVICE <sup>3 July 2018</sup>

e-PROCSA is one of the Principal Services within the e-CLOUD Construction Suite of Productivity Services. It is available through the Internet via the PROCSA website [www.procsa.co.za](http://www.procsa.co.za) and most of the PROCSA Constituent's websites, and through the e-CLOUD CONSTRUCTION website [www.e-cloud.co.za](http://www.e-cloud.co.za)

### The PROCSA Client / Consultant Professional Services Agreements

The following PROCSA Documents are available online for purchase:

1. **“Project (editable) Agreements”** - ‘Terms & Conditions’ together with Annexure ‘A’ the ‘Schedule’ and Annexure ‘B’- the ‘Scope of Services’ provided for the following disciplines:-

Principal Agent • Architect • Structural Engineer • Electrical Engineer • Fire Consultant • Landscape Architect • Civil Engineer • Quantity Surveyor • Project Manager • Mechanical Engineer • Wet Services Engineer • Construction Health & Safety • Development Manager • Interior Designer • Blank (user defined). The latest Agreements are Edition 4.0 October 2017

The Agreements for Architect, Quantity Surveyor, Electrical, Mechanical, Wet Services, Structural & Civil Engineers include Principal Consultant and Principal Agent as separate individual services and deliverables. There is no need to sign a separate Principal Agent Agreement for these disciplines.

Each Project Agreement is watermarked on every page with the name of the specific Project.

2. **“Educational or Reference (non-editable) Documents”** - versions of the above Documents are provided at reduced cost for reading only.
3. **“Archives”** - Previous PROCSA Editions are available as “Reference Documents” as follows:
  - a. 3.2 Oct 2015
  - b. 3.1 Feb 2014
  - c. 3.0 Jun 2012
  - d. 2.0 Aug 2009
4. **“Matrix Document”** (Scope of Services by Stage and by Discipline)
5. **“Combined Suites”** - Three bundles of Documents are available as follows:
  - a. Combined Core Suite (includes PM, QS, Architect, Civil, Struct & Elec)
  - b. Combined Engineering Suite (includes Civil, Structural, Electrical, Mech, Wet & Fire)
  - c. Combined Other Suite (includes Dev Manager, Principal Agent, Health & Safety, Landscape Arch, Interior Designer & Blank)

### PURCHASING DOCUMENTS

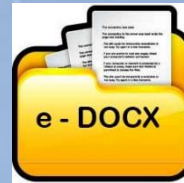
These Documents are available through either one of two purchasing options:-

1. **Using the Electronic Hardcopy System**

This option is provided for those who do not wish to Register to use the e-DOCX Productivity System and only want quick and easy purchase of Documents with e-mail and printing functionality. The Agreements can only be completed by hand and have the specific Project name watermarked on every page.

2. **Using the e-DOCX Productivity System**

This option provides added value document productivity enhancing facilities in order to save time. The major productivity facility, is that Users are able to capture information regarding a new Project once and then it is stored and automatically inserted into any Document of choice, be it PROCSA, JBCC, Health & Safety etc.



## **e-DOCX PRODUCTIVITY SYSTEM**

### **PURCHASE, CREATE, COLLABORATE, COMPLETE, REPLICATE, STORE & MANAGE**

**(Join our 7500 Users who use the e-DOCX Productivity System)**

In order to access the e-DOCX Productivity System-you need to Register your details by creating a free "Account so that you can benefit from the following facilities, in order to increase your productivity:

#### **Purchase**

- Purchase "Credits", by Credit/Debit card or by Electronic Funds Bank Transfer (EFT), in order to save time in creating multiple PROCSA Agreements over a period of time
- Automated email of invoices to the purchaser for all credits purchased

#### **Create**

- Create Project Folders across multiple Document Suites such as PROCSA, JBCC etc., using the Projects name and Reference number. This information is inserted automatically as a security watermark onto every page designed to enforce copyright
- Create both 'Reference (non-editable)' and 'Project (editable)' PROCSA Agreements. A 'Reference Document' allows read only access, while 'Project Agreements' allow for the electronic insertion of specific Project information
- Access an 'Archive Store' to create all previous Editions of the PROCSA Agreements as Reference Documents
- Capture a new Project's contractual information only once, by recording the Projects details such as Client, Consultants, Mediator & Arbitrator into an online database, so that this information can be automatically inserted into the Document Suite of choice, be it PROCSA, JBCC, Health & Safety etc., saving time and effort
- Invite Consultants by email to populate their own details directly into the online database
- If required, a 'hardcopy' option is available where the Documents created can be emailed to you immediately for printing out and hand completion

#### **Collaborate**

- Invite "Collaborators" in remote offices by email, to print, view and / or edit Project Agreements

#### **Complete**

- Electronic completion of fields with built-in dropdown options
- Insert electronic signatures into Agreements
- Use all the Adobe features, such as searching of text and bookmarks

#### **Replicate**

- Copy and import data from a previously created Agreement to a new Agreement
- Unlimited printing of each Agreement for a specific Project

#### **Store**

- Sort and view Agreements created for each specific Project within their designated Project Folders stored in an on-line database available 24/7
- Sort and view Reference Documents stored within an on-line Reference Folder available 24/7
- View all saved revisions of Agreements stored in an on-line database available 24/7
- 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 create 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
- Track all changes to revisions of Agreements
- 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
  - Agreements that have been purchased to date
  - Project Statements to claim Disbursements
  - Historic record and access of Invoices

## Support

- Make suggestions, and send queries by e-mail to PROCESA
- Participate in Forums, Corporate Blogs & Polls
- Access instructional videos on the use of PROCESA Agreements and to obtain CPD credits for viewing them
- Access on-line user 'Help' in the form of: A User Guide, Required Software, Step-by-Step User Instructions
- Access a free manned 'Call Centre' during office hours (09h00 to 16h00) to address queries

