



e-PROCSA DOCUMENT ACCESS SERVICE ^{12 June 2018}

THE PRINCIPAL SERVICE

This Service 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 and most of the Constituent websites.

It can also be accessed through the e-CLOUD CONSTRUCTION website www.e-cloud.co.za, Contracts On-Demand website www.contractsondemand.co.za, and the e-PROCSA website www.e-procsa.co.za.

The PROCSA Client / Consultant Professional Services Agreements

Provision of an easy to use method of on-line accessing and completing the following:

1. **“Project (editable) Documents”** - ‘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.

2. **“Educational or Reference (non-editable) Documents”** - versions of the above Documents at reduced cost for reading only
3. **“Matrix Document”** (Scope of Services by Stage and by Discipline)
4. **“Combined Suites”** (Three alternatives being ‘Core’, ‘Engineering’ and ‘Other’)

DOCUMENT PURCHASE, CREATION, COMPLETION, DUPLICATION, COLLABORATION & STORAGE

PROCSA Documents are only available in electronic format, however a hardcopy option is available where the Documents are emailed to you immediately for hardcopy completion.

These Documents are available through either one of two purchasing options.

1. Using the e-DOCX system to provide 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.
2. Using the purchase facility for those who do not wish to Register for the e-DOCX system and only want quick and easy purchase with e-mail and printing functionality. These Documents can only be completed by hand.

In order to access the e-DOCX system in (1.) above, you need to "Create an Account" to register your details so that you can purchase PROCSA Agreements and benefit from all the features such as:

- Purchase and store both 'Reference (non-editable)' and 'Project (editable)' PROCSA Agreements. A 'Reference Document' allows read only access, while 'Project Agreements' allow for the insertion of information
- Project Folders across multiple Document Suites such as JBCC, Health & Safety & National Building Regulations
- Pre-populate contractual information for new projects by recording a Projects 'Supplementary Details' regarding Client, Consultants, Mediator & Arbitrator, so that this information can be automatically inserted into the PROCSA Agreements when they are created, saving time and effort
- Capture information regarding a new Project once and then it is stored and automatically inserted into any Document Suite of choice, be it PROCSA, JBCC, Health & Safety etc.
- Invite Consultants by email to populate their details directly into the database
- Electronic completion of fields

- Storing and listing Agreements created for each specific Project
- Receipt of Documents as attachment with an email
- Built-in dropdown options for completion of fields
- All the Adobe features such as searching of text and bookmarks
- Copy and import data from previously created PROCSA Project Agreements, across Projects and/or to another Project Agreement
- Insert electronic signatures into Agreements
- Managing user logins and controlling access by different users, all within the same company
- Access to a 'Company Account Management' facility allowing the production of reports on:
 - PROCSA Agreements purchased by Office or by Project
 - List of all PROCSA Agreements that have been purchased to date
 - Project Statements to claim Disbursements
 - Historic record and access of Invoices
- 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
- Setup "Office Users" who can then access the on-line library of Reference Documents
- Controlled access of "Project Administrators" to Projects
- Purchase "Credits", by Credit/Debit card and by Electronic Funds Bank Transfer (EFT), in order to save time in purchasing multiple PROCSA Agreements
- Automated email of Invoices to the purchaser for all credits purchased
- View an 'Archive Store' of all previous Editions of the PROCSA Agreements
- Record a new Project's 'Mandatory Details' such as Project name and Reference number. This information is inserted automatically as a watermark onto every page. This security watermark is designed to enforce Copyright
- Tracking all changes to revisions
- Invite by e-mail "Agreement Collaborators" in remote offices, to view, edit and print or view only, a particular Project's Agreements
- Prevent further editing of Agreements by using the "Finalize" feature
- Download and save Agreements to the user's workstation, if required
- View all the User's Company's PROCSA Project Agreements that have been populated previously. These are stored in an on-line database and available 24/7
- Unlimited printing of each specific Agreement for a specific Project
- Make suggestions, and send queries by e-mail to PROCSA
- Participate in Forums, Corporate Blogs & Polls
- Access instructional videos on the use of PROCSA 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

If you don't wish to Register and Log In, and just want quick and easy access to purchase PROCSA Agreements for download as in (2.) above, you can benefit from the following:

- Purchase both 'Reference' and 'Project' Agreements. These 'Project' Agreements can only be completed by hand.
- Purchase Documents by Credit/Debit card and by Electronic Funds Bank Transfer (EFT), in order to save time in purchasing multiple PROCSA Documents per transaction
- Use the Adobe features such as searching of text and bookmarks
- Download and save Agreements to the user's workstation, if required
- Receive an email with links to download the Documents
- Unlimited printing and email each specific Agreement for a specific Project