



e-PROCSA DOCUMENT ACCESS SERVICE ^{18 April 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, 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 DOCUMENTS - The PROCSA Client / Consultant Professional Services Agreements

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

“Project 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

“Educational or Reference Documents” - versions of the above Documents at reduced cost for reading only

“Matrix Document” (Giving Scope of Services by Stage and by Discipline)

“Combined Suites” (Giving three alternatives being ‘Core’, ‘Engineering’ and ‘Other’)

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

The e-PROCSA Document Access Service uses the e-CLOUD Construction “e-DOCX” Document Access System

Facilities for e-PROCSA 'Lite' Users

If you don't wish to Register and Log In, and just want quick and easy access to purchase PROCSA Agreements for download without all the added ‘Power’ features, you can benefit from the ‘Lite’ features such as:

- Purchase both 'Reference' and 'Project' PROCSA Agreements. A 'Reference Document' allows read only access, while 'Project Agreements' allow for the insertion of information
- 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
- Electronic completion of fields
- Built-in dropdown options for completion of fields
- All the Adobe features such as searching of text and bookmarks
- Insert electronic signatures into Agreements
- Download and save Agreements to the user's workstation, if required
- Unlimited printing of each specific Agreement for a specific Project

Facilities for e-PROCSA 'Power' Users

In order to access e-PROCSA ‘Power’ you need to "Create an Account" to register your details so that you can purchase PROCSA Agreements and benefit from all the ‘Power’ features such as:

- Project Folders across multiple Document Suites such as JBCC, Health & Safety & National Building Regulations
- 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 PROCESA Agreements
- Automated email of Invoices to the purchaser for all credits purchased
- Purchase and store both 'Reference' and 'Project' PROCESA Agreements. A 'Reference Document' allows read only access, while 'Project Agreements' allow for the insertion of information
- View an 'Archive Store' of all previous Editions of the PROCESA 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
- 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 PROCESA Agreements when they are created, saving time and effort
- 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 PROCESA Project Agreements, across Projects and/or to another Project Agreement
- Insert electronic signatures into Agreements
- Tracking all 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 PROCESA 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 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 in use queries

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