



## e-PROCSA DOCUMENT ACCESS SERVICE

### 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](http://www.procsa.co.za), the e-CLOUD CONSTRUCTION website [www.e-cloud.co.za](http://www.e-cloud.co.za), Contracts On-Demand website [www.contractsondemand.co.za](http://www.contractsondemand.co.za), and the e-PROCSA website [www.e-procsa.co.za](http://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 • Blank

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

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

### DOCUMENT PURCHASE, CREATION, COMPLETION & COLLABORATION

The e-PROCSA Document Access Service uses the e-CLOUD Construction “e-DOCX” Document Access System that provides the following to Registered Users (Registration is free) and to Subscribers. No Adobe Writer software is required.

- Secure creation and storage of Documents on-line for each specific Project, accessing them from anywhere, at any time 24/7
- Set-up Project Details once and have them available for future Project’s Documents
- A List of all the Documents that your company has created
- A List of all your Company’s Projects with links to the Documents created for those Projects.
- PROCSA Document price list
- Purchase of “e-CLOUD Credits” by EFT or Credit card, receiving notification when credits balance is low
- Your company’s “Credits Balance” and “Transaction History”, also company and Project document purchase Statements
- Electronic signature option
- Saving the Documents on your Workstation if required, printing the Document for each Project as many times as required
- Setting up your “Office” and “Project” Administrators for the System, with a list of these and secure permissions \*
- The facility to invite “Document Collaborators” in remote offices, to view and / or edit Documents \*
- The option to copy and import data from previously created Documents to a new Document \*
- Document version tracking to find out who completed previous Document versions and the text they inserted \*
- The facility to send requests and queries by e-mail to the Publishers of the Documents \*
- The ability to make suggestions / comments to the Document Publishers \*
- The option to participate in Forums, Corporate Blogs & Polls \*
- A Call Centre is available during office hours (08h30 to 16h00) to attend to technical queries \*

Users can purchase any Document with pre-purchased credits obtained in one of two ways: By Credit card or by Electronic Funds Transfer (EFT). Credits can also be used to purchase Special Support and On-line Training.

### Subscribers

Subscribers to e-PROCSA Document Access Service, enjoy a 30% discount on any Document purchased plus the facilities highlighted by \* above. Annual subscription is paid monthly by Debit Order. One subscription covers an unlimited number of workstations per office location. A Call Centre is available for subscribers during office hours (08h30 to 16h00) [Click here to Subscribe](#)

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