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About the Basic Suite Document Access Service 7 February 2022

DOCUMENT PURCHASE • DOWNLOAD • COMPLETE • PRINT

The **Basic Suite** Document Access Service is an alternative to the **Pro Suite** Document Access Service. It is more suitable for those who do not wish to register for **Pro Suite** with its productivity enhancing facilities and only want a quick and easy online shopping cart with e-mail and printing functionality.

These Documents are not stored online and must be downloaded and saved on your computer. An e-mail is also sent to you with a link to download these Documents.

Features of the Basic Suite

The Service lists both 'Reference Documents' and 'Project Documents' that can be purchased either singularly or as a selection.

The User is required to enter their details and when Project Documents are selected, the Project and Client name is entered and subsequently inserted on each page of the purchased Document, in order to preserve the Document's copyright.

Purchase Process

The Users can purchase multiple Documents at once by selecting them prior to purchase. The Documents are then purchased by the use of the User's Credit or Debit Card or through their own bank by means of EFT. The User is taken through the e-CLOUD Construction e-Commerce payment gateway facility that connects to the User's Card purchase process. The Bank may require the user to register for 3D security on their card.

Document Delivery

When successfully purchased, the Documents can be downloaded and are also sent to the User as a URL link within an e-mail, for printing, electronic or hand completion, and saving.

Help Facility

An online help facility is available for the user's convenience.

Facilities available from the PROCSA Document Access Service Home Page are:

- **Sample Document** – in Flip-book format
- **More About** – descriptions of Basic Suite and Pro Suite
- **Comparison of Basic Suite and Pro Suite facilities**
- **Pro Suite Help Videos:** On using Pro Suite and adding Project Supplementary Details
- **Pro Suite Browsers:** What web Browsers to use
- **FAQ's:** – About the specific Document Access Service
- **Get Help:** – to Telephone contact number, Live Support and address information
- **Help Buttons** – to further information
- **Request:** for information on the Voluntary Association the User belongs to
- **Confirmation:** that the user has read the sales Terms & Conditions
- **Online Support Enquiry facility:** to open a ticket or to chat
- **Revolving advertising Active Banners:** used to reduce prices

The Facilities can be accessed directly from this Document Access Service Home Page. They are:

- Ensuring that any Document is only purchased for a specific Project, by requiring the purchaser to provide specific company and project information that is then automatically hard-coded onto each page of the Document – protecting its copyright.
- Document list with prices – ‘Reference’ and ‘Project Documents’
- Document purchase selection - allowing multiple Document purchases
- Document Purchase using Debit / Credit Cards or EFT (Banks may require 3D security registration)
- Online completion of Document field content
- Document download and printing
- e-mailing a link to the purchased Document printing, electronic or hand completion, and saving
- e-mailing an Invoice for the Document(s) purchased



For further information, please contact Marilyn Dos Santos
marilyn@e-cloud.co.za Tel: 010 010 7588

See below for Facility comparisons for the Basic Suite, Pro Suite and Pro Suite Premium





Basic Suite, Pro Suite and Pro Suite Premium Comparison of Facilities

	Basic Suite	Pro Suite	Pro Suite Premium
Registration			
<ul style="list-style-type: none"> • Creation of a company account required 	X	✓	✓
<ul style="list-style-type: none"> • Username, password and login required 	X	✓	✓
User Access			
<ul style="list-style-type: none"> • Administrator permissions available 	X	✓	✓
Company Status			
<ul style="list-style-type: none"> • Company dashboard displaying User's Name, Designation, the names of the different 'Document Access Services', balance of 'Credits' 	X	✓	✓
Company Office Account			
<ul style="list-style-type: none"> • Company Office Reports <ol style="list-style-type: none"> Document Purchase Statement – by Company Office Document Purchase Statement – by Project (A List of your Company's Projects with links to the Documents created for those Projects) Document price list View List of Documents Purchased – by Project View List of Documents Purchased – by Document Suite Transaction History Report 	X	✓	✓
<ul style="list-style-type: none"> g. A list of all the Company Office's Users and their 'Roles' with an update facility 	X	X	✓
Purchase Mechanism			
<ul style="list-style-type: none"> • Purchase credits by credit card or instant eft, and deduct from credits balance each time a document is created 	X	✓	✓
<ul style="list-style-type: none"> • Purchase documents by credit card or eft, and select multiple documents at once 	✓	X	X
<ul style="list-style-type: none"> • Subscription by credit or debit card on a monthly basis 			✓
Mandatory Software			
<ul style="list-style-type: none"> • Browser compatibility and mandatory requirements 	X	✓	✓
<ul style="list-style-type: none"> • Adobe Acrobat Reader 	X	✓	✓
<ul style="list-style-type: none"> • Adobe Acrobat Writer 	X	X	X
Capturing of Project Information to be inserted into Documents			
<ul style="list-style-type: none"> • Mandatory Project Details: the Project's name is captured and inserted automatically as a watermark onto every page 	✓	✓	✓
<ul style="list-style-type: none"> • Supplementary Details: a Project's Participants e.g. Client, Consultants, Mediator, Arbitrator, Contractor, Sub-contractors are captured only once, can be updated, and are stored online 	X	✓	✓
<ul style="list-style-type: none"> • Supplementary Details Invitation Facility: Enables an invitation to the designated email address of the Organisations listed in the 	X	X	✓

Supplementary Details section of the System, to save time in the population of these fields by updating their information directly into your company's database			
<ul style="list-style-type: none"> • Database Storage: Project Participants are stored online so that you do not have to re-capture these details again if you wish to re-use these companies details on another Project 	X	✓	✓
Creating Documents			
<ul style="list-style-type: none"> • Purchase & Create: create .pdf 'Project' & 'Reference' Documents 	✓	✓	✓
<ul style="list-style-type: none"> • Complete: 'Project' Documents' on-screen, saving time and effort 	✓	✓	✓
<ul style="list-style-type: none"> • Capture: additional information manually into your Documents 	✓	✓	✓
<ul style="list-style-type: none"> • Use: built-in dropdown options for completion of Document fields 	✓	✓	✓
<ul style="list-style-type: none"> • Save: each Document online in a special Company Office Database each Document offline in a special Company Office Database 	X ✓	✓ ✓	✓ ✓
<ul style="list-style-type: none"> • Replicate: copy and import data from previously created Project Agreements, across Projects and/or to another Project Agreement 	X	X	✓
<ul style="list-style-type: none"> • Collaborate: electronically with third parties in remote offices to view, edit and print or view only, particular Project Documents 	X	X	✓
<ul style="list-style-type: none"> • Track & Compare: previous working revisions of a Document to see a history of changes 	X	X	✓
<ul style="list-style-type: none"> • Electronic signatures: sign electronically 	✓	✓	✓
<ul style="list-style-type: none"> • 'Sign On-Demand' Service (Extra charges levied) : enables the secure electronic initialing and signing of Agreements by Project signatories on a round robin basis. A further benefit being the merging of all related annexures in one combined document for initialing and signature. A full audit trail is included, and each signatory receives and electronic copy of the secured document for record purposes 	X	X	✓
<ul style="list-style-type: none"> • Finalize: Documents to prevent further editing 	X	✓	✓
<ul style="list-style-type: none"> • Send: Documents as an attachment to an e-mail address 	✓	✓	✓
Document Records			
<ul style="list-style-type: none"> • Store and list Agreements: created for each specific Project, eliminating collection of hard-copy documents 	✓	✓	✓
<ul style="list-style-type: none"> • Online Library for Staff: create a library of Reference Documents for access by your Company staff members 	X	X	✓
<ul style="list-style-type: none"> • Access: 'Project Document Folder's across multiple Document Suites such as PROCSA, JBCC, etc 	X	✓	✓
<ul style="list-style-type: none"> • Download and save: Agreements to the User's own workstation, if required 	✓	✓	✓
<ul style="list-style-type: none"> • View an 'Archive Store': of all previous Editions of the Agreements 	X	X	✓

Manage your Company Information			
<ul style="list-style-type: none"> • Setup 'Office Users': who are other Users in your office who can access your on-line library of Reference Documents 	X	X	✓
<ul style="list-style-type: none"> • Setup an 'Office Administrator': allowing them to purchase and complete Agreements for the company 	X	X	✓
<ul style="list-style-type: none"> • Setup 'Project Administrators': giving a member of a Project Team Document creation authority 	X	X	✓
<ul style="list-style-type: none"> • Setup 'Document Collaborators': set up people from other companies to assist in completion of Documents 	X	X	✓
<ul style="list-style-type: none"> • Assign 'Document Collaborators: to a specific Document either with View Only, or View and Edit access 	X	X	✓
<ul style="list-style-type: none"> • Manage: User logins and control access by different users within the same company office 	X	X	✓
<ul style="list-style-type: none"> • Purchase credits: by instant EFT or credit card, providing notification when the credit balance is low 	X	✓	✓
<ul style="list-style-type: none"> • Access: your created Company Documents at any time 	✓	✓	✓
<ul style="list-style-type: none"> • Print: the Documents as many times as required for a specific Project 	✓	✓	✓
<ul style="list-style-type: none"> • Search: each Document by keyword 	✓	✓	✓
Other Premium Features			
<ul style="list-style-type: none"> • FAQ's (Frequently Asked Questions): This is a facility providing answers by experts, to 'Frequently Asked Questions' relative to the Agreements. Users can keyword search all Questions & Answers by Agreement, Edition and Clause Number 	X	X	✓
<ul style="list-style-type: none"> • CPAP Indices & Archives: This facility provides your company with access to monthly CPAP Indices for fluctuating price contracts and also, to a historic record of past monthly CPAP Indices 	X	X	✓
<ul style="list-style-type: none"> • TenderVault: Companies can provide time saving and secure online Tendering by use of this system, that now includes inclusion of our Tender-Vault Service for Subscribers to Pro Suite. Users can setup Tenders using preset workgroups whereby JBCC Contract Data Documents can be created for each Tenderer, using the copy feature across Documents. Users can setup their Project Tender Vaults. The system automatically sets up a set of Tender Folders for the Project 	X	X	✓
<p>Purchase of Agreement Bundles: Purchase of JBCC Document Bundles that can be purchased for the larger Projects with numerous N/S Subcontractors, each requiring Subcontract Agreements and Contract Data Documents. Based on the size of the Bundle, prices reduce and therefore prides savings for the User. When a Document is created from a purchased Bundle, the reduced cost of the Document reduces the Bundle Balance until there are no more Documents left</p>	X	X	✓

