



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

	Basic Suite	Pro Suite	Pro Suite Premium Available to all PROCSA Pro Suite Users
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"> 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 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 	X	X	✓
<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 	✗	✗	✓
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 	✗	✗	✓
<ul style="list-style-type: none"> • Setup an 'Office Administrator': allowing them to purchase and complete Agreements for the company 	✗	✗	✓
<ul style="list-style-type: none"> • Setup 'Project Administrators': giving a member of a Project Team Document creation authority 	✗	✗	✓
<ul style="list-style-type: none"> • Setup 'Document Collaborators': set up people from other companies to assist in completion of Documents 	✗	✗	✓
<ul style="list-style-type: none"> • Assign 'Document Collaborators: to a specific Document either with View Only, or View and Edit access 	✗	✗	✓
<ul style="list-style-type: none"> • Manage: User logins and control access by different users within the same company office 	✗	✗	✓
<ul style="list-style-type: none"> • Purchase credits: by instant EFT or credit card, providing notification when the credit balance is low 	✗	✓	✓
<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 	✓	✓	✓
Documents			
<ul style="list-style-type: none"> • Reference Documents 	✓	✓	✓
<ul style="list-style-type: none"> • Project Documents 	✓	✓	✓
<ul style="list-style-type: none"> • Archives and Earlier Editions 	✗	✓	✓
<ul style="list-style-type: none"> • Current Agreements and Contract Data 	✓	✓	✓
<ul style="list-style-type: none"> • Active Forms 	✗	✓	✓
<ul style="list-style-type: none"> • Computational Certificates 	✗	✓	✓
<ul style="list-style-type: none"> • Standard Template Letters 	✗	✓	✓
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 	✗	✗	✓
<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 	✗	✗	✓

<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	✓
<ul style="list-style-type: none"> • 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 therefor 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 	X	X	✓



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