



# JCT CONTRACTS DIGITAL SERVICE QUICK REFERENCE USER GUIDE

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Compiled with the help of DLA Piper.





# ACCESSING THE DIGITAL SERVICE

Follow the **Quick Install Guide** to upload the CD-ROM to your computer. This is available from: **jctcontracts.com/digital** 

To access the service double click on the **JCT Contracts Digital Service** icon on your desktop





# **ONLINE UPDATES**

The first time that you enter the service, you will be prompted to check online for updates.

You can check for updates at any time within your session by selecting **File** and then **Check for document updates**.



If your digital service is networked, your server can be set to check for updates automatically each day. See the **JCT Admin Manual** in your Digital Service for more details.

Any updates to the contracts will be listed and you can then go to **jctcontracts.com** to download them.

If you choose **'No'** you will be prompted again in 2 days time. If you select **'Yes'**, you will then be prompted to start to check for updates.

This will connect to a remote server so you must be connected to the internet before you attempt to do this.

#### DOWNLOADING CONTRACT UPDATES

If you don't want to import all new or updated contracts you can de-select the ones you don't want by un-checking the boxes of the contracts you don't require.

<ul> <li>Minor Works Building C</li> <li>Minor Works Building C</li> <li>Minor Works Sub-Csni</li> </ul>	Contract with contractor's design, Revision 1 2007 with 🛋 Contract, Revision 1 2007 with Attentistion Update tract with sub-contractor's design, Revision 1 2009
Prime Cost Building Co	etract Guide, Revision 2009
Prime Cast Building Ca	ntract, Revision 1 2007 with Attestation Lipdate
Project Bank Account	Documentation
Repoir and Maintenan	ce Cohtract Commercial, Revision 1 2007
R Short Form of Sub-Co	ntract, Revision 1 2007
🗑 Standard Building Con	tract With Quantities, Revision 1 2007 with Attestation
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Download and suital	(1 control files not shown.)

The contracts you choose to import will automatically appear in your list of contracts. The old versions of the contracts will be automatically moved to the **JCT 05 Archive Documents folder** on your JCT Digital home page.

Contracts may occasionally be discontinued. If this happens, a discontinued contract notice will appear in the Archive along with the contract that has been discontinued.



# **FIND YOUR CONTRACT**

In the right hand window of your JCT Digital home page you will see a list of the contracts available broken down into four sections. Click on the 'plus' sign of the **Contract Family** you want to see the full list of contracts under the family name. **Double click** on the contract to open it and begin editing.



Click on the 'plus' sign next to the **JCT 05 Current Documents** to open up the list of the **Contract Families** contracts under that heading.







# WORKING ON A CONTRACT

Once in the open contract, the right hand frame can be completed. This frame offers a simple method of filling in the contract using straight forward questions and answers (Q&A's).

As the Q&A fields are completed, information is transferred to the relevant sections in the documents it's self.

#### FILLING OUT THE CONTRACT

In some fields you will need you to enter information yourself. In other fields you can select from multiple choice answers.

 • Articles of Agreement: What is the name Employer?
<ul> <li>Articles of Agreement: Is the Employer         <ul> <li>a. an individual</li> <li>b. a local authority</li> <li>c. a company incorporated under the Companies Acts (England and Wales)</li> <li>d. a company registered under the la another country</li> <li>e. other?</li> </ul> </li> <li>Articles of Agreement: What is the Employer address?</li> </ul>

In some multiple choice fields, when options are selected, further fields become available, or are greyed out, ensuring that you only need to fill in relevant information.



Use the **Next** button to move on to the next section of the contract.

Once all the questions have been answered, you are given the opportunity to revise any sections of the contract and add or delete text.

Click on the **Finish** button on the bottom right of the screen to begin editing the contract.

The toolbar will change to include more icons.



#### EDITING YOUR CONTRACT

To change to edit mode, click on the edit mode button in the tool bar or hit **F9:** 

Pr	Minor Works Building Contract with contractor's design, Revision 2 2009							
Edit	<u>V</u> iew	<u>T</u> ools	Help	📲 🖓 Q&A <u>m</u> ode	Z Edit <u>m</u> ode	為 <u>P</u> rint		
00%			66 66	0 🖷 🖬				
nt N	nt Notes Amendments Covers							
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You can now manually edit the sections of the contract. Original JCT text will be **track changed**.

If the template features clauses that you want to take out, highlight the passage, and click **Delete**. The text will appear **crossed out** and in a different colour. New text will be underlined and in a different colour on screen.

You can not amend the passages highlighted in yellow, however you can add new clauses at the end of the section.

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You can toggle back to Q&A mode to update you answers at any time by clicking on the Q&A mode button in the tool bar or hitting F9 again:



#### SAVING AND RE-USING YOUR ANSWERS

If some answers to questions in the contract are standard answers you will use again in other contracts, you can save these and import them into your next contract.

Once you have completed all the fields in the Q&A section you would like to save, go to: File, Export, Answer File, select the drive where you

want to store the Answer File.

Name the file to reflect which contract it relates to. The file will have an **xml** suffix. e.g. minor works\_answers.xml.

To insert saved answers into a contract draft, open a new version of a contract and click:

#### File; Import; Answer File.

The computer then prompts the user:

Do you want to overwrite the fields with the imported answers?

Click  $\boldsymbol{Y\!e\!s}$  , and the answers are transferred accordingly.



#### **INSERTING CLAUSES**

You can add clauses to the contract in three different ways:

- Click and write: Click the mouse where you want to insert a clause and type it in. Any text added to the contract will appear in a new colour and underlined.
- Import the clause from the Clause Library: Existing clauses and clauses used in previous contracts can be added from the templates stored in the clause library. Double-clicking or right-clicking the saved clause in the clause library inserts the clause into the contract.

To open the clause library click on the icon in the tool bar:



Or right click where you would like to add a new clause and select 'Paste from Clause library':



• Copy and paste from Word: Highlight the clause in Word - right-click, select Copy, go back into your contract and click - Edit, Paste from the JCT Digital toolbar or right click and paste.

#### SAVING CLAUSES TO THE CLAUSE LIBRARY

To save a clause, highlight the clause you wish to keep, then right click and select 'Add to Clause Library'

Notices and other com	munications		
Unless otherwise provi	ded in these C	onditions, any	y notice or othe
in the Agreement or even	in served by any	r ellective mea <u>e pe boleball</u>	ans to the recipi
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	Clause Title	
d 6 6	Enter a title for this clause:	
	clause 4	
11	ОК	Cancel

And name the clause:



#### **CONTRACT COVERS**

The covers are generated automatically, the date will be added automatically when you print the final version.

#### **INCOMPLETE CONTRACTS**

If a document has not been completed you will be prompted to complete it.

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i	This document will be printed in draft because you have not answered all the required questions.	
ac		
	OK Careat	

A list of unfinished questions will be shown on the right hand side of the screen:

That completes answering the questions. Some questions (indicated with red dots below) need to be answered before your document is complete. Select items to change or click Finish to end.
Employer details
<ul> <li>Contractor details</li> </ul>
<ul> <li>Recitals</li> </ul>
Articles 2 and 3
Articles 5 and 6
Articles 7 and 8
Contract Particulars Part 1: Recitals and Articles
Contract Particulars Part 1: 1.1
Contract Particulars Part 1: 1.7 and 1.8
Contract Particulars Part 1: 2.17.3
Contract Particulars Part 1: 4.6
Contract Particulars Part 1: 4.6 to 4.7
Contract Particulars Part 1: 4.7 to 4.17.1
Contract Particulars Part 1: 4.18
Contract Particulars Part 1: 6.4.1.2 to 6.7
Contract Particulars Part 1: 6.11
Contract Particulars Part 1: 6.13 to 6.16
Contract Particulars Part 1: 7.2 to 8.11.1.6
Contract Particulars Part 1: Schedule 2
Contract Particulars: Part 2
Attestation





# SAVING YOUR CONTRACTS

To save a document that you are working on, use the **Save** icon in the top left corner of the screen:





## PRINTING CONTRACT DRAFTS

To print a draft of your contract, use the **Print** icon in the top of the screen:

: with contractor's design, Revision 2 7009
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) 🗞 48 48 🗔 👒 🗳   Form Texts Former   🗩 I 🔳
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Fourth Recital (collectively 'the Contract Documents') are ann
Contractor has supplied the Employer with a copy of the p rk Schedules or provided a Schedule of Rates#;
the purposes of the Construction Industry Scheme (CIS) un tus of the Employer is, as at the Base Date, that stated in the C
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You will be prompted by a pop-up where you can select **Draft**.

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### SHARING AND EMAILING YOUR CONTRACT

#### EMAILING AND EXPORTING YOUR CONTRACT

You will need to go to **Save** and close the contract you are working on.

Go to the JCT Digital home page, **left click** on the contract you would like to send, and select **email this document** from **other tasks**:



You can also get to Document Tasks by **right-clicking** on your saved contract.



A window will appear prompting you to add the recipient's email address and a field where you can type in a covering message.





For the recipients of the email there is a link to enable people who do not subscribe to JCT Digital to download a read only version of **Rapidocs Classic** so they can open the contract.



#### **OPENING AN EMAILED CONTRACT**

If you are sent a contract by a colleague open it by:

- Right-clicking on the attachment, and selecting Save as
- Save the file in your chosen drive

Then:

- Open JCT Digital
- On the homepage go to **Other Tasks**, then select **Import Documents**.
- Select the second option on the screen that appears

Import Files	
C Search for Rapidocs documents on a	al hard disks
Manually import a Rapidocs document	nt from a folder of your choice
Choose which folders Rapidocs shou	aid watch for new Rapidocs documents

- Select the document from the drive where you saved it and click **Import**.
- The document will appear in **User Files** on your homepage

You can also export the document as an email attachment from your own email account:

Right click on the file you wish to send, and select Export

If the recipient of the emailed contract has the full version of JCT Digital installed, they will be able to add or make changes to the contract.

These will be track changed in a different colour. Track changes between different users **will not show in the final print out**.



## TRACKING CHANGES TO YOUR CONTRACT

JCT Digital lets you can keep track of the amendments made to the contract in the course of negotiations.

Clicking on the JCT Digital toolbar will highlight the parts of the contract which have been changed.

Brot.	<u>_ 0 ×</u>
Summary of document changes	÷
Adjudication Agreement	
Parties to the Agreement (text: added) Parties to the Agreement, 5 (text: changed)	

To see which parties edited the contract when, go to Tools, **Track Changes**:



Each change to the text is colour-coded, you can identify who made the relevant change within the document.





### PRINTING FINAL CONTRACTS AND PRINT CREDITS

In order to print out the final version of your contract you will need to purchase **Print Credits**.

Each Print Credit is worth the equivalent of **£1 + VAT**.

You will need the same amount of print credits as the rounded up price in pounds of the hard copy version, e.g. if the hardcopy version costs  $\pounds$ 24.96 you will need to buy  $\pounds$ 25 print credits.

Prices of the contracts are listed on the

jctcontracts.com or can be found by right clicking on the contract on the JCT Digital home page and selecting Document Properties:

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Once you know how many print credits you would like, click on **Buy Print Credits** on the JCT Digital home page:





The pop up will show how many print credits you may have stored, if any:

The next screen provides the a 'chalenge code' and a teleph you must not close the window you will lose the purchased pri stop now.	mechanism to buy print credits. You will be given some number to call. Once you have initiated this, i until you have entered the response code or int credits. Click Next to continue, or Cancel to
you currently have 0 print crea	áts.

Click **Next** and enter the number of print credits you require:

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How many print credits would you like to buy?	
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RICS: 0070 333 1600 option 3 RIBAE: 020 7256 7222	
Provide your challenge code and if you are a registe supplied with a response code to enter below.	red user you will be
Your challenge code is:	
8845-6AD1-0888-8C94	
Please enter your response code below, then click P	nish.
Se	
	A REAL PROPERTY AND A REAL

Call the supplier of your JCT Digital Service (i.e. Sweet & Maxwell, RICS or RIBA) using the relevant telephone number shown on screen.

You will need your **username** and **password** to buy units, however your supplier may be able to issue you with a reminder.

- They will ask for your Challenge Code which will be shown in the Buy Print Credits pop up after you enter the number of credits you would like
- Your supplier will give you a **Response Code** for you to input on the same screen
- Click **Finish** and the Print Credits will be allocated to your account

#### PRINTING THE FINAL VERSION

To print your final contract, select the **Print** icon and select **Final** from the pop-up screen. You can follow the instructions in the **Printing Contract Drafts** section of this document.

When you print off the final contract, the **date** and **time** of printing will be updated in the contract automatically.

You can check the number of print credits remaining at any time by clicking on the **Buy Print Credits** tab on the JCT Digital home screen. If you have enough, just click **cancel** to go back to the home page.



# ACCESSING OUTDATED VERSIONS OF CONTRACTS

You can print out PDF versions of outdated contracts, however they will be watermarked with **superseded** or **archived** and no longer valid for use.

To access outdated versions of JCT Contracts, select **JCT 05 Archive Documents** from the main menu on the **JCT Digital homepage**.

Click on the **'plus'** sign to expand the list and find the contract family you are looking for.



### ACCESSING HELP

To view the Help manual select **Help** from the JCT Digital menu bar and choose **Contents**. Alternatively press the F1 button on your keyboard.



The help guide is broken down into specific areas that explain how to use the software.





### SUPPORT AND TRAINING

#### **TECHNICAL SUPPORT**

Technical Support is available to customers from the JCT Digital Service Helpdesk on:

#### 0845 082 1080

and by email to jct.support@thomson.com

#### TRAINING

Training can be arranged at your office for groups of 5 or more.

Webex training is available for individuals or smaller groups.

To find out more about the training opportunities, email us at:

#### sweetandmaxwell.training@thomsonreuters.com

Queries regarding the status of your subscription should be made to the party from which you purchased your service e.g. Sweet & Maxwell, RICS or RIBA.



### NETWORKING THE DIGITAL SERVICE

To network the JCT Digital Service for additional users please contact your Sweet & Maxwell account manager, Sweet & Maxwell customer services on **0845 600 9355** or email us at: <u>sweetandmaxwell.orders@thomson.com</u>