

JCT CONTRACTS DIGITAL SERVICE

QUICK REFERENCE USER GUIDE

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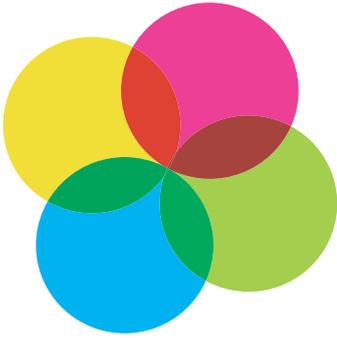
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Compiled with the help of DLA Piper.

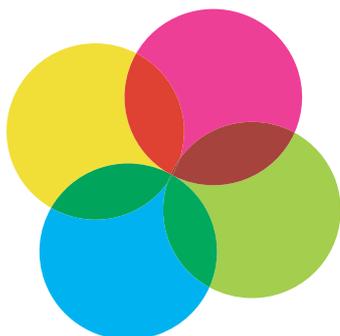


ACCESSING THE DIGITAL SERVICE

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

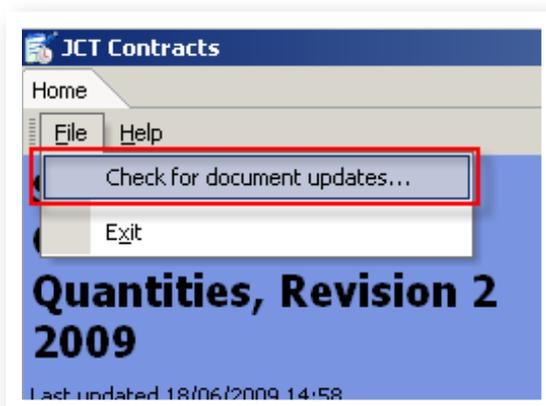




ONLINE UPDATES

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.

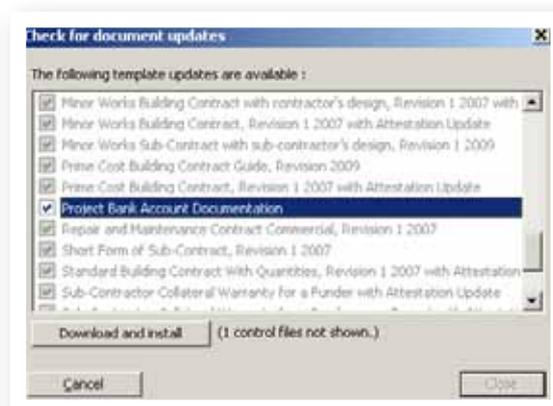
Any updates to the contracts will be listed and you can then go to jctcontracts.com to download them.

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.

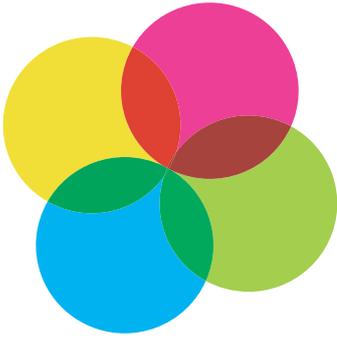
DOWNLOADING CONTRACT UPDATES

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.



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.

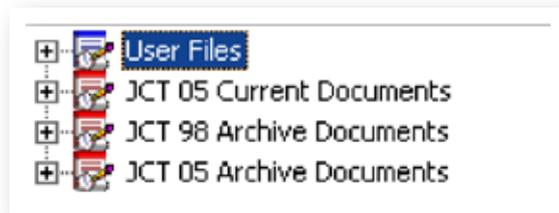


FIND YOUR CONTRACT

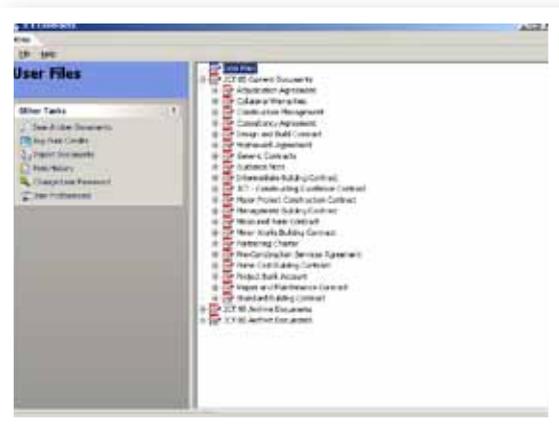
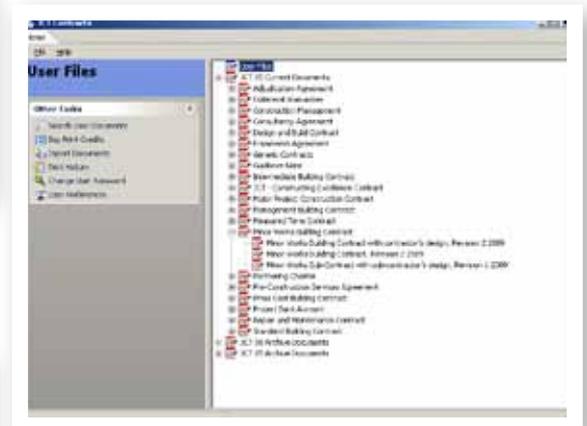
In the right hand window of your JCT Digital home page you will see a list of the contracts available broken down into four sections.

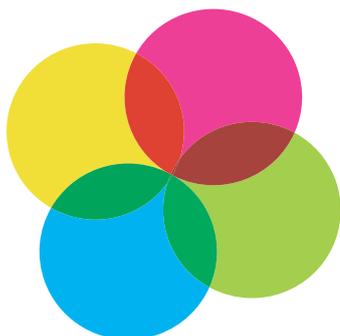
Click on the 'plus' sign of the **Contract Family** you want to see the full list of contracts under the family name.

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.

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.

Articles of Agreement: What is the name of the Employer?

Articles of Agreement: Is the Employer:

- a. an individual
- b. a local authority
- c. a company incorporated under the Companies Acts (England and Wales)
- d. a company registered under the law of another country
- e. other?

Articles of Agreement: What is the Employer's registered office address?

Articles of Agreement: What is the name of the Employer?

Articles of Agreement: Is the Employer:

- a. an individual
- b. a local authority
- c. a company incorporated under the Companies Acts (England and Wales)
- d. a company registered under the law of another country
- e. other?

Articles of Agreement: What is the Employer's registered office address?

Articles of Agreement: What is the place of incorporation of the Company?

Articles of Agreement: What is the Company's registration number?

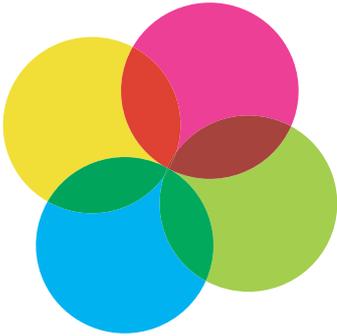
Articles of Agreement: What is the address of the Company's registered office?

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

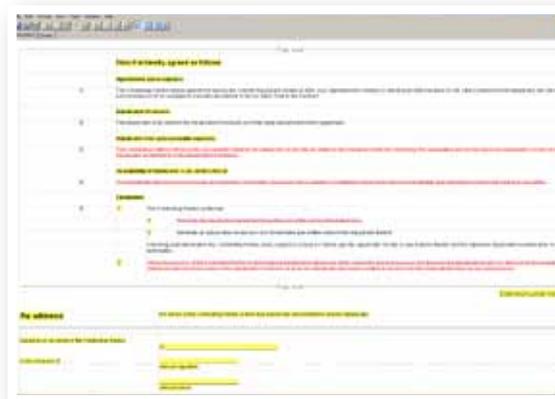
To change to edit mode, click on the edit mode button in the tool bar or hit **F9**:



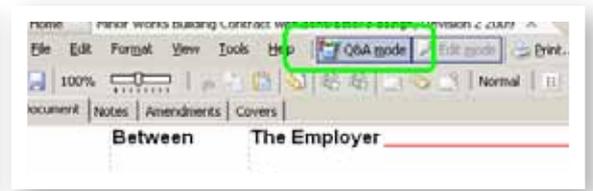
You can now manually edit the sections of the contract. Original JCT text will be **track changed**.

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.



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.

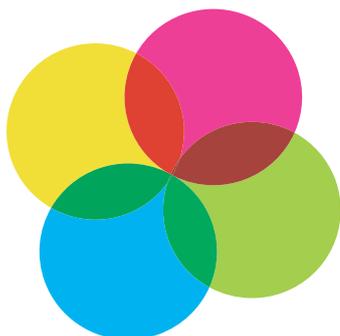
To insert saved answers into a contract draft, open a new version of a contract and click:

File; Import; Answer File.

The computer then prompts the user:

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

Click **Yes**, 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 toolbar:



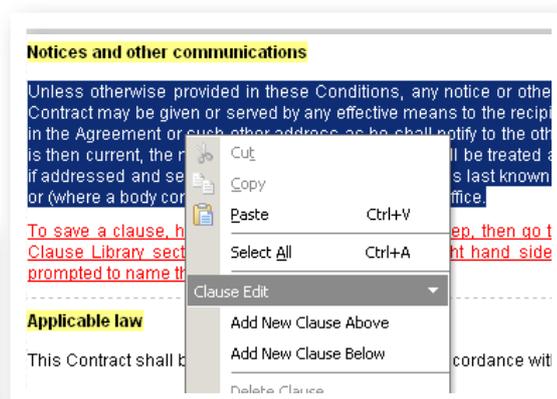
Or right click where you would like to add a new clause and select 'Paste from Clause library':



- 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.

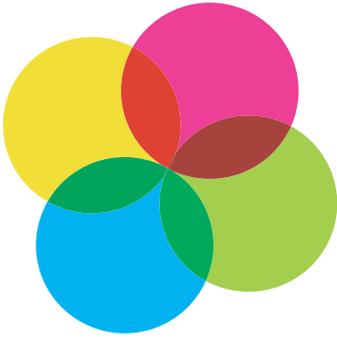
SAVING CLAUSES TO THE CLAUSE LIBRARY

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



And name the clause:





CONTRACT COVERS

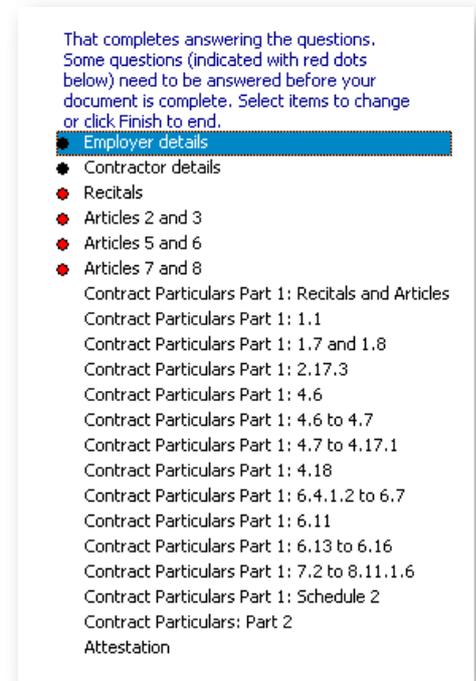
The covers are generated automatically, the date will be added automatically when you print the final version.

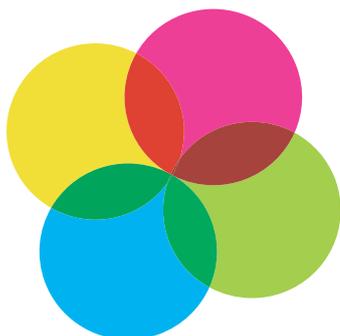
INCOMPLETE CONTRACTS

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



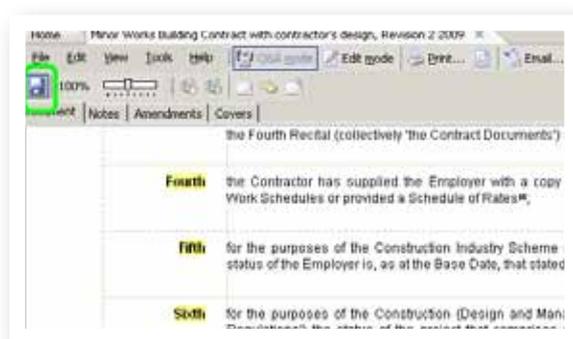
A list of unfinished questions will be shown on the right hand side of the screen:

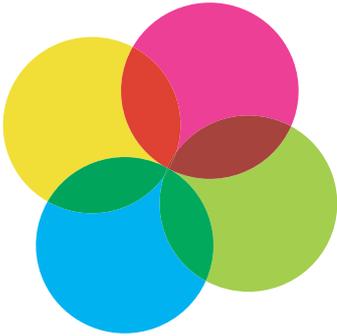




SAVING YOUR CONTRACTS

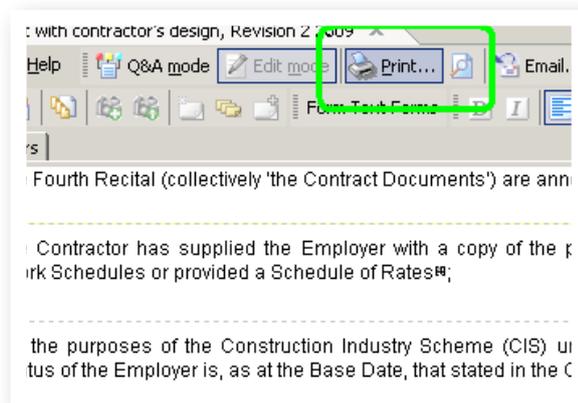
To save a document that you are working on, use the **Save** icon in the top left corner of the screen:



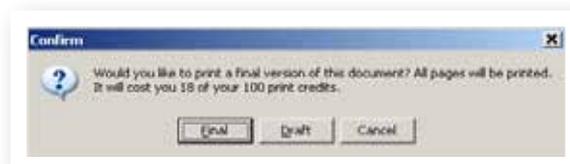


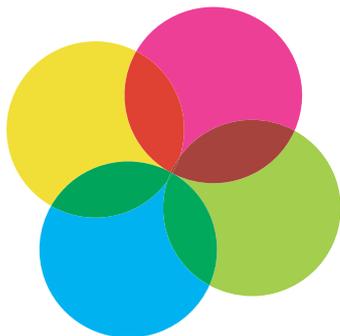
PRINTING CONTRACT DRAFTS

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



You will be prompted by a pop-up where you can select **Draft**.





SHARING AND EMAILING YOUR CONTRACT

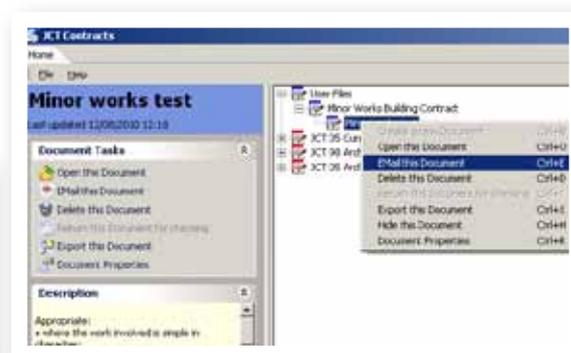
EMAILING AND EXPORTING YOUR CONTRACT

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**:

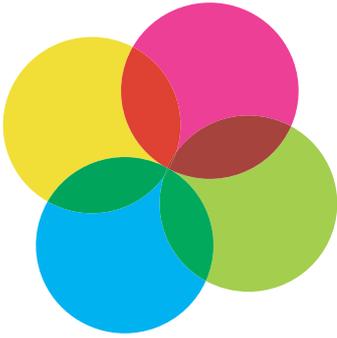


You can also get to Document Tasks by **right-clicking** on your saved contract.

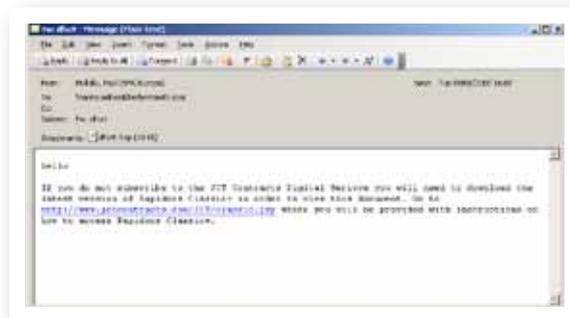


A window will appear prompting you to add the recipient's email address and a field where you can type in a covering message.





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

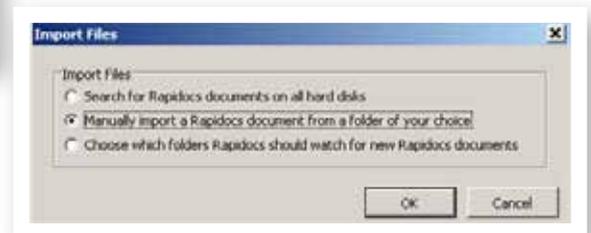
If you are sent a contract by a colleague open it by:

- **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



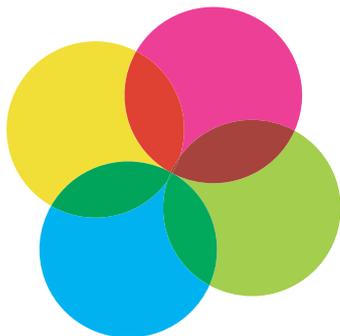
- **Select** the document from the drive where you saved it and click **Import**.
- The document will appear in **User Files** on your homepage

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**.



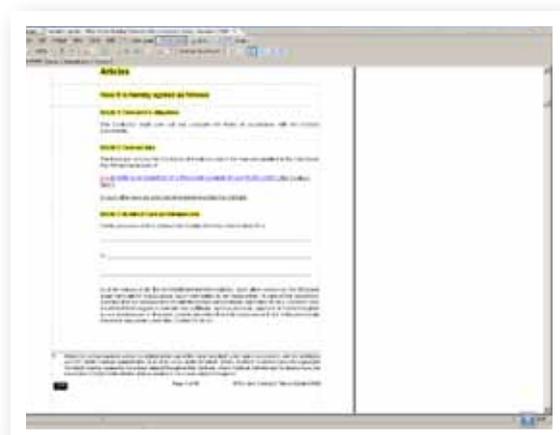
TRACKING CHANGES TO YOUR CONTRACT

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

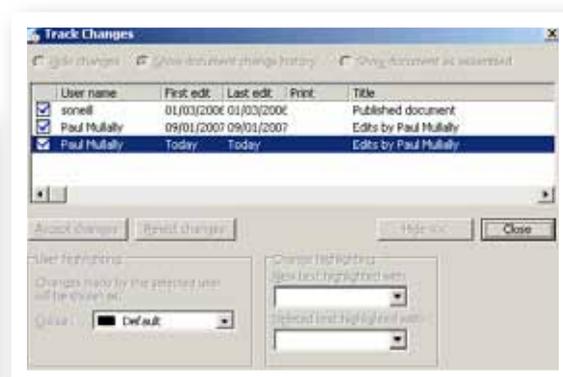
Clicking  on the JCT Digital toolbar will highlight the parts of the contract which have been changed.

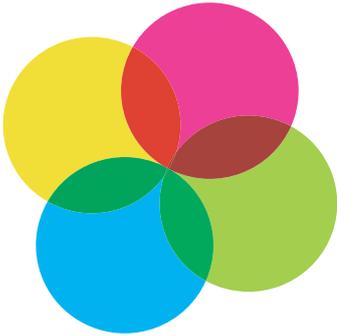


Each change to the text is colour-coded, you can identify who made the relevant change within the document.



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





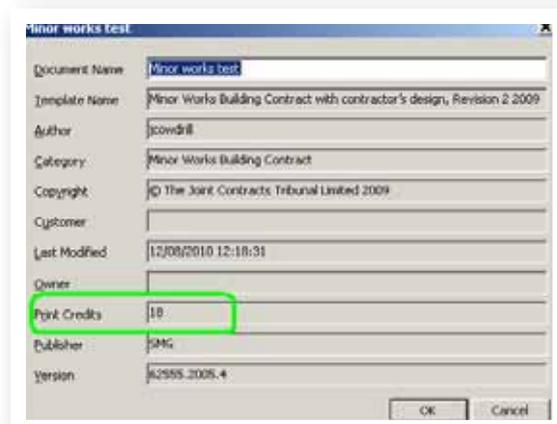
PRINTING FINAL CONTRACTS AND PRINT CREDITS

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

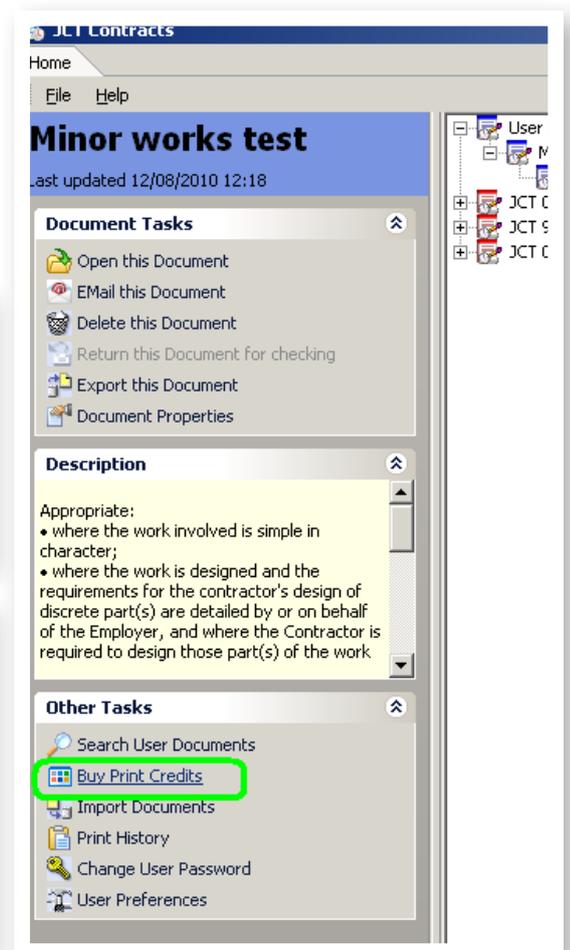
Each Print Credit is worth the equivalent of **£1 + VAT**.

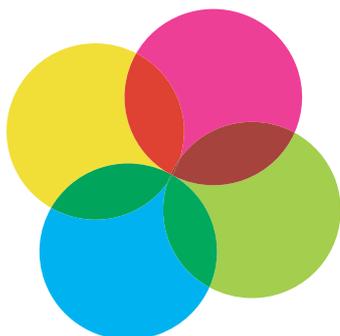
You will need the same amount of print credits as the rounded up price in pounds of the hard copy version, e.g. if the hardcopy version costs £24.96 you will need to buy £25 print credits.

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**:

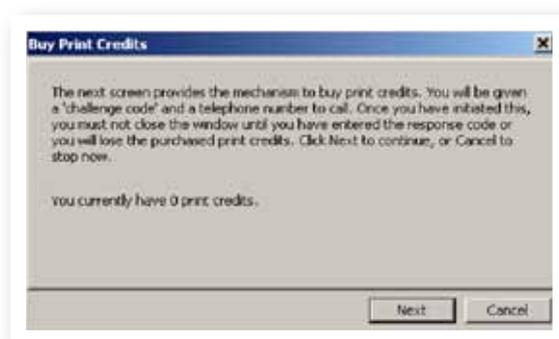


Once you know how many print credits you would like, click on **Buy Print Credits** on the JCT Digital home page:





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



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



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.

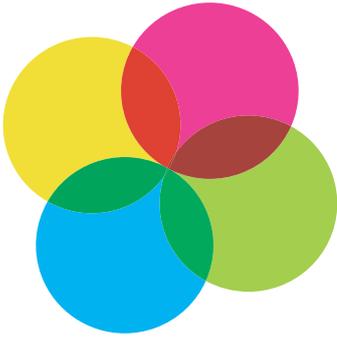
- They will ask for your **Challenge Code** which will be shown in the **Buy Print Credits** pop up after you enter the number of credits you would like
- Your supplier will give you a **Response Code** for you to input on the same screen
- Click **Finish** and the Print Credits will be allocated to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

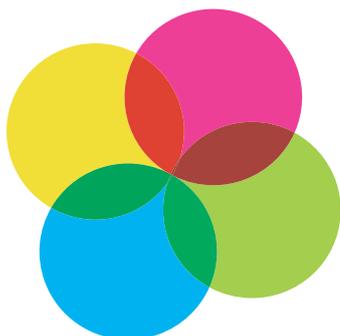


ACCESSING OUTDATED VERSIONS OF CONTRACTS

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**.

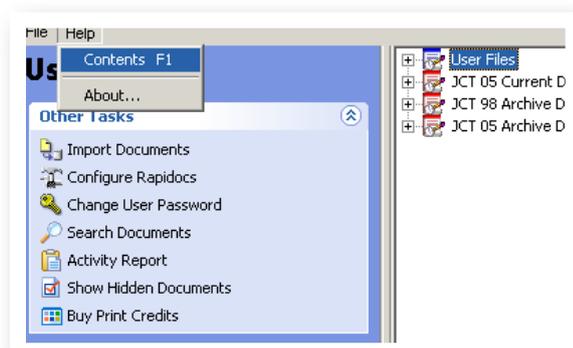
Click on the **'plus'** sign to expand the list and find the contract family you are looking for.

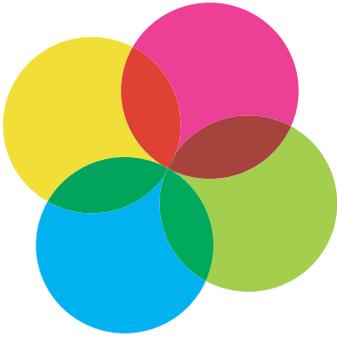


ACCESSING HELP

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

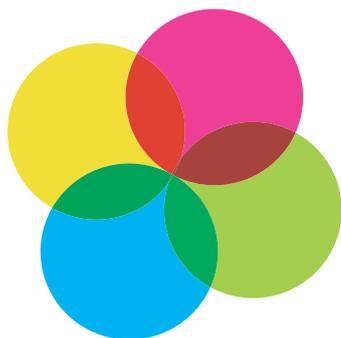
Training can be arranged at your office for groups of 5 or more.

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: sweetandmaxwell.orders@thomson.com