

# JCT ON DEMAND USER GUIDE



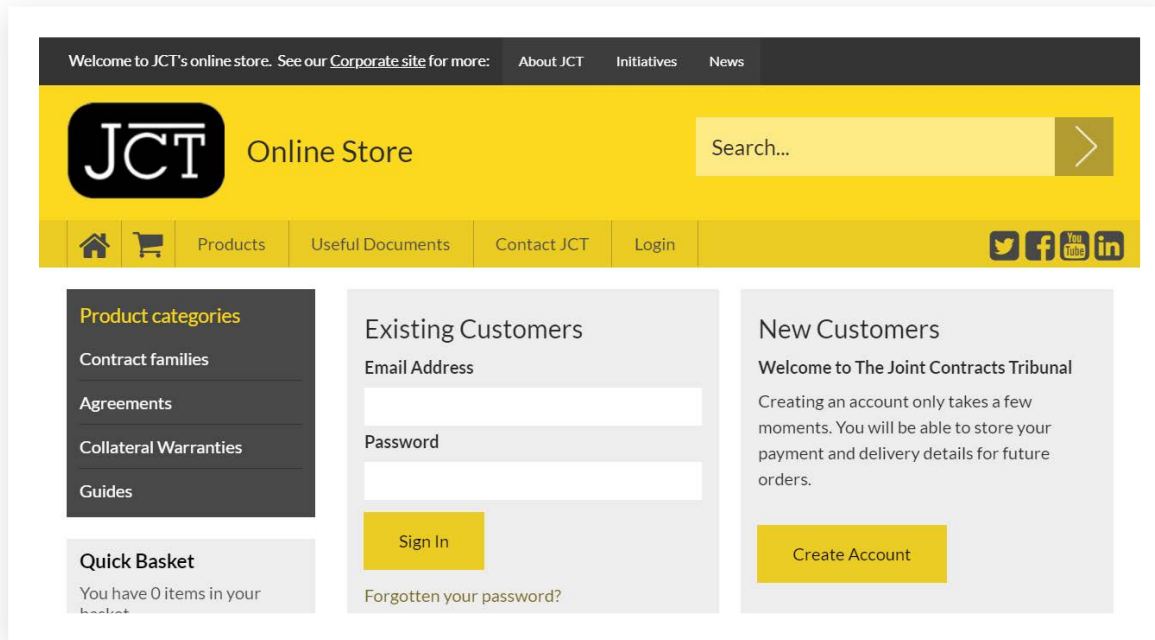


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## ACCESSING JCT ON DEMAND

Go to [www.jctltd.co.uk/login](http://www.jctltd.co.uk/login) and input your email address and password. New customers will need to create an account first.



The screenshot shows the JCT Online Store interface. At the top, there is a navigation bar with links for 'About JCT', 'Initiatives', and 'News'. Below this is a yellow header with the JCT logo and 'Online Store' text, followed by a search bar. A secondary navigation bar contains icons for home, shopping cart, 'Products', 'Useful Documents', 'Contact JCT', and 'Login', along with social media icons for Twitter, Facebook, YouTube, and LinkedIn. The main content area is divided into three columns. The left column features 'Product categories' (Contract families, Agreements, Collateral Warranties, Guides) and a 'Quick Basket' section showing 0 items. The middle column is for 'Existing Customers', with fields for 'Email Address' and 'Password', a 'Sign In' button, and a link for 'Forgotten your password?'. The right column is for 'New Customers', with a 'Welcome to The Joint Contracts Tribunal' message, a brief description of account benefits, and a 'Create Account' button.

For more information or guidance:  
**0345 082 1080**  
[www.tr.com/jctsupport](http://www.tr.com/jctsupport)

## ACCESSING JCT ON DEMAND

Once you have logged in, click “Access my JCT On Demand”.

The screenshot shows the JCT Online Store interface. At the top, there is a navigation bar with links for 'About JCT', 'Initiatives', and 'News'. Below this is a yellow header with the JCT logo and 'Online Store' text, along with a search bar. A secondary navigation bar contains icons for home, shopping cart, and links to 'Products', 'Useful Documents', 'Contact JCT', 'My Account', and 'Logout'. On the left, a 'Product categories' sidebar lists 'Contract families', 'Agreements', 'Collateral Warranties', and 'Guides'. The main content area is titled 'My Account' and features a row of buttons: 'My Profile', 'My Address Book', 'My Orders', and 'Change Password'. Below these, the 'Access My JCT On Demand' button is highlighted with a red rectangular border. At the bottom, there is a note: 'If you have any queries, or are experiencing any problems relating to JCT's On Demand se contact: jct.support@thomson.com'.

For more information or guidance:  
**0345 082 1080**  
[www.tr.com/jctsupport](http://www.tr.com/jctsupport)

## FIND YOUR CONTRACT

You will find a list of contract(s) that you have purchased from [www.jctltd.co.uk](http://www.jctltd.co.uk) in “My Documents”. To start using your contract click “Open”. You can also search for or sort your contract(s). If you have purchased Guides these can be found at the end of the list of My Documents.

**JCT** On Demand

My Documents Logout

All documents  
Final 2  
Document bin 11

My folders  
Unfiled documents 14  
MW Delete 4  
Create folder

Welcome back to JCT On Demand. The document you last edited was Minor Works Building Contract with contractor's design 2016 Edition. If you would like to continue with this document, [click here](#).

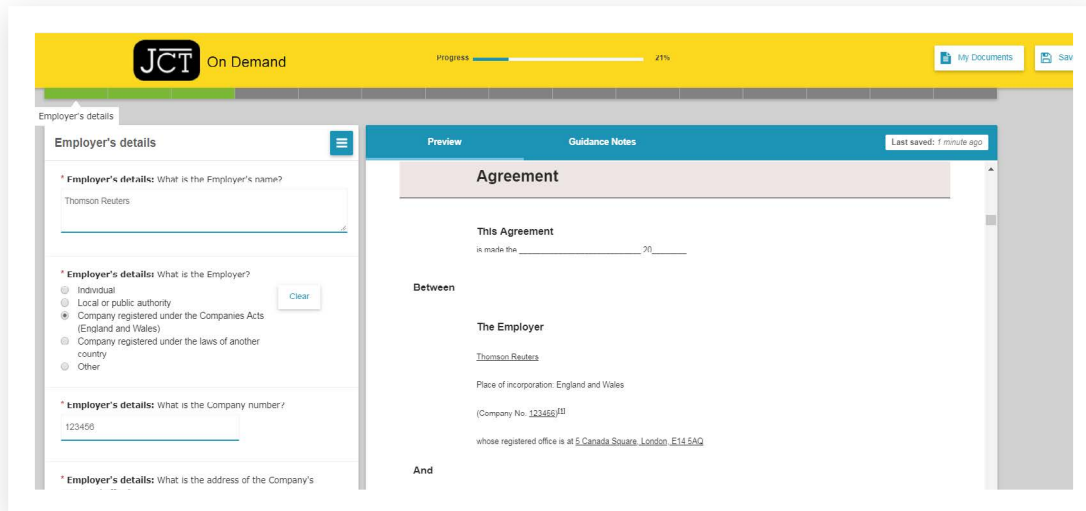
My documents  Sort by

Minor Works Building Contract with contractor's design 2016 Edition **23%**  
Status: Draft Reference ID: 14633504  
[Export](#) [Folder](#) [History](#) [Rename](#) [Delete](#) **Open** Finalise

Minor Works Building Contract 2016 Edition **Final**  
Status: Final Reference ID: 14633404  
[Export](#) [Folder](#) [History](#) [Rename](#) [Delete](#)

## STARTING A CONTRACT

In “My Documents” click “Open”, which will take you to the questions and answers screen on the left and preview screen on the right.



Fill in the answers in the fields provided in the questions and answers screen. Your answer will be populated in the preview on the right. You will only be asked relevant questions based on your answers to previous questions, for example, you will only be asked for a company number if you selected company as the entity for employer or contractor.

Click **Next** to go to the next question. Click **Back** to return to the previous question.

## MULTIPLE CHOICE QUESTIONS

For some multiple choice questions, when an option is selected, further questions become available if they are part of the same section. E.g. for the question “is the Adjudicator to be named in the contract?” if you answered “yes”, the question: “Enter the name of the Adjudicator” follows.

Click “Clear” to remove your selection.

## EDITING YOUR CONTRACT

JCTOn Demand customers will not be able to edit/add/delete the text of the JCT template, however On Demand customers will be able to review their answers and make changes in the questions and answers screen.

## INVALID TEXT OR CHARACTERS

If you key in an invalid character, the following error message will appear “The character is not allowed as first character in this field”. To fix it, please enter a number or letter.

## EXPLANATION NOTE

Some questions have explanation notes to help you answer the question, click on the  icon to view the explanation.

## PAGE NUMBERS

Page numbers in the preview screen are not shown. The page numbers are populated in the PDF output.

## SECTION IDENTIFIERS

Some contracts will ask the question in Recitals: “Are the Works divided into Sections?” An answer is required to continue. You can return to the question and change your option. For example for the Design and Build contract:

\* **Fifth Recital:** Are the Works divided into Sections?

(Answer required to continue)

- Yes
- No

If you selected “Yes” you will be asked to enter the list of Section identifiers later in the Contract Particulars. For example in Design and Build contract:

### Contract Particulars Fifth Recital Sections



#### **Contract Particulars Fifth Recital:**

Click 'Yes' to move to the question and enter the list of Section identifiers.

Click 'No' to move to the next question.

### Contract Particulars Fifth Recital Sections



\* **Contract Particulars Fifth Recital:** What is the identifier for each Section?



## SECTION IDENTIFIERS




### Contract Particulars Fifth Recital Sections




**Contract Particulars Fifth Recital:**


To **amend**, select the appropriate entry below and click on '**Open**'.  
Click on '**Delete**' to **remove** the entry.


To **add** another entry to the end of the list click '**Add item**'.

Click on '**Next**' to move to the next question.

 section 1  

 section 2  



Click and drag the  icon to reorder items in this list.

The Section identifiers must be listed first before keying in the answers to the Contract Particular questions relating to Sections. For example, to list the Dates for Completion of Sections, the Section identifiers need to be listed first in the steps above:

## SECTION IDENTIFIERS

### Contract Particulars 1.1 Sections



#### **Contract Particulars 1.1:**

Click 'Yes' to move to the question and enter the list of Dates for Completion of Sections.

Click 'No' to move to the next question.

To amend/add/input the Section identifiers, go to the Fifth Recital Sections question in the Contract Particulars.

To change/add/delete the Section identifier click the link to jump back to the original question.

## MANDATORY QUESTIONS

Mandatory questions are shown by a red asterisk before the question and must be answered to finalise the document.

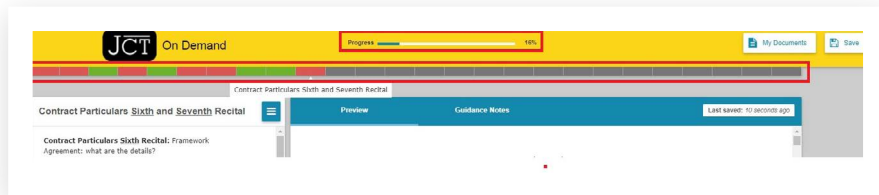
## SAVING YOUR CONTRACT

Click “Save” to save your answers as you progress through the questions and answers. When you exit the Preview screen to My Documents your document will be automatically saved.

## PROGRESS TOOLBAR

The progress toolbar is located above the question and answers (Q&A), and preview screens. Click on any question group in red or green to navigate to that question group. Question groups in grey have not been viewed in the Q&A and are therefore not clickable in the progress toolbar. To review these in the Q&A click on the preceding question group in the progress toolbar and click next in the Q&A to review the question group in grey.

A progress update of the percentage achieved for the Q&A is also given.



## QUESTION GROUP SUMMARY MENU

As well as the progress toolbar you can navigate using the questions summary by clicking on the question groups in red (unanswered mandatory question) or green (completed for mandatory questions or viewed for non-mandatory questions). You can't click on the questions in grey and will need to review these in the Q&A by clicking on the preceding question and clicking next to review the question groups in grey.



## FINISH MENU

At the end of the questions and answers you will reach the Finish Menu. This lists question groups that have been completed for mandatory questions or viewed for non-mandatory questions (in green), unanswered for mandatory questions (in red) and not reviewed at all (in grey). Only mandatory questions need to be answered to finalise a contract and you may have non-mandatory questions that have not been answered or reviewed on finalising a contract.

### Finish Menu

You've reached the end of the questionnaire

Some groups (indicated in red) contain questions that still need to be answered before your document is complete. You can go straight to these sections by clicking on them in the list, or by clicking on them in the progress bar.

Employer's details	✓
Contractor's details	✗
Currency	✓
Recitals	✓
Article 2 and Article 3	✗
Article 5 and Article 6	✓
Article 7	✓
Article 8	✗
Contract Particulars Fourth and Fifth Recitals	✓
Contract Particulars Fifth Recital Sections	✓
Contract Particulars Sixth and Seventh Recital	✓
Contract Particulars Articles	✓
Contract Particulars 1.1	✓
Contract Particulars 1.1 Sections	✓
Contract Particulars 1.7	✓
Contract Particulars 2.3 Sections	✓

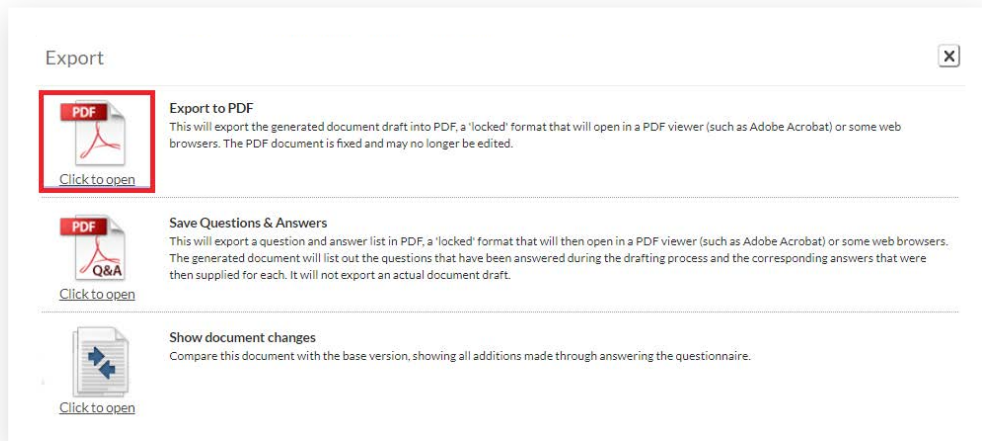
## MY DOCUMENTS

### EXPORT



### GENERATING A DRAFT CONTRACT

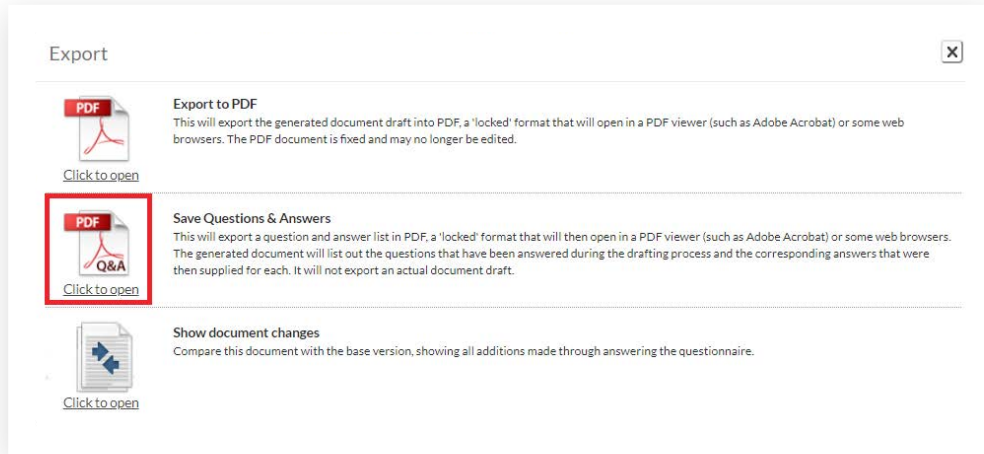
Click “Export” in My Documents and click the top PDF icon “Export to PDF” to generate your draft contract in pdf format.



# MY DOCUMENTS

## Q&A SUMMARY

To output a PDF of your questions and answers, go to My Documents and click Export and click the icon for Q&A. This will output your questions and answers in alphabetical order.



For more information or guidance:  
**0345 082 1080**  
[www.tr.com/jctsupport](http://www.tr.com/jctsupport)

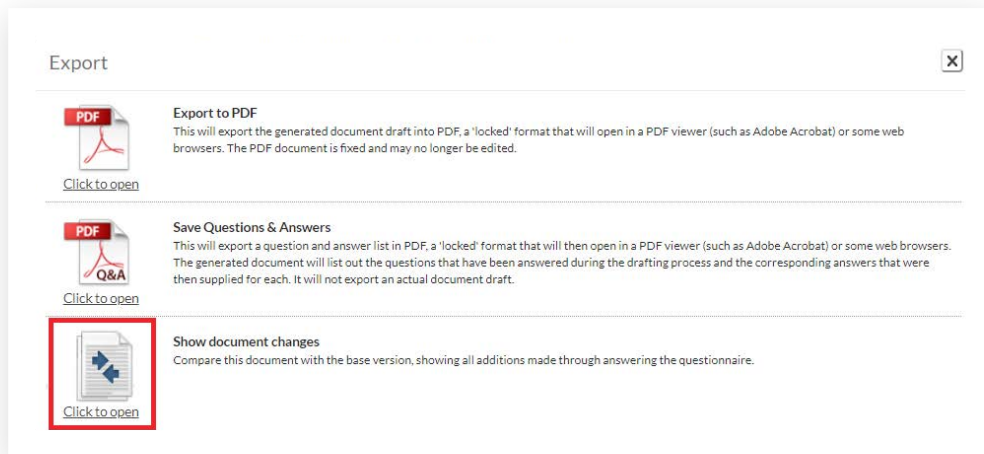
## MY DOCUMENTS

### COMPARISON DOCUMENT

Click “Export” in My Documents and click the icon for “Show document changes” to download a PDF of the tracked changes between your document and the JCT standard template.

The comparison document will be updated each time you return to the questions and answers. For the purposes of transparency, the contract creator is required to provide the comparison document to the counterparty.

For final contracts the comparison document is added to the end of the final contract in a single PDF file.



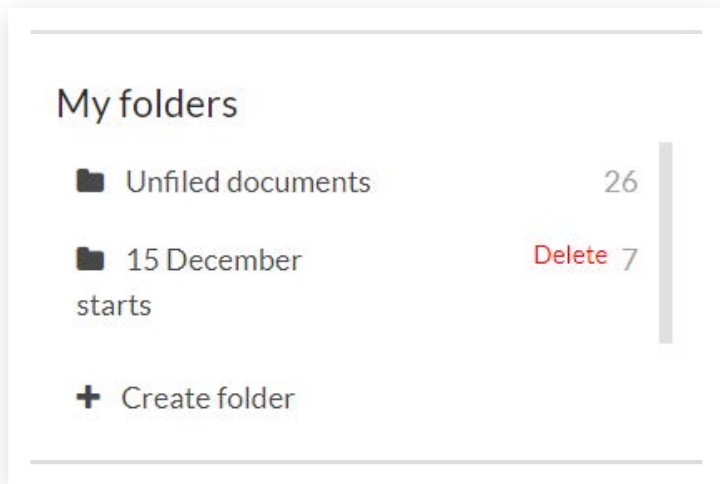
### PRINTING

Click “Export” in My Documents and select the output required to download a pdf file from which you will be able to print a copy. When printing your PDF file select “Actual size” to receive an output which is optimised for the headers and footers.

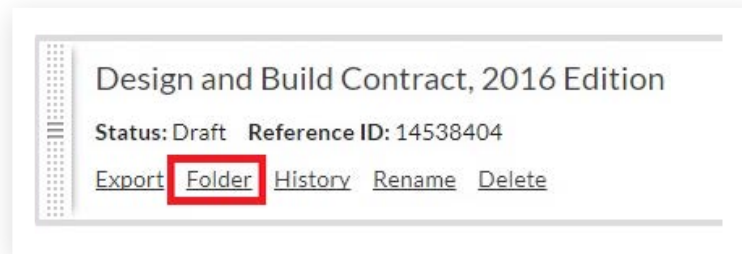
## FOLDERS

Folders can be created by clicking “+ Create folder”.

Contracts can be dragged into the folders:



or click “Folder” and select the relevant folder:

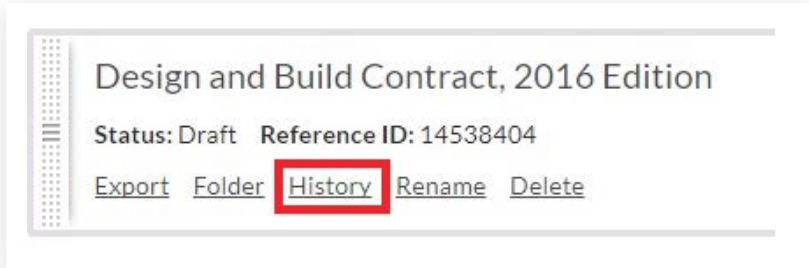


Deleting a folder removes the folder but does not delete the contents.



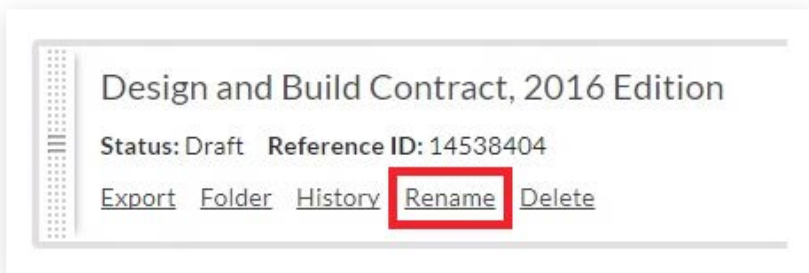
## HISTORY

Each time your document is saved a new version of the contract is created. Click “History” to view your document history.



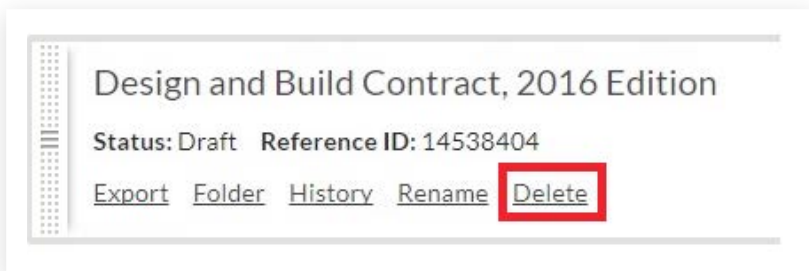
## RENAMING YOUR CONTRACT

Click “Rename” and input your new contract name.



## DELETING YOUR CONTRACT

Click delete to move your document to the “Document bin”. It cannot be deleted permanently. You will be able to restore your contract at a later stage if required



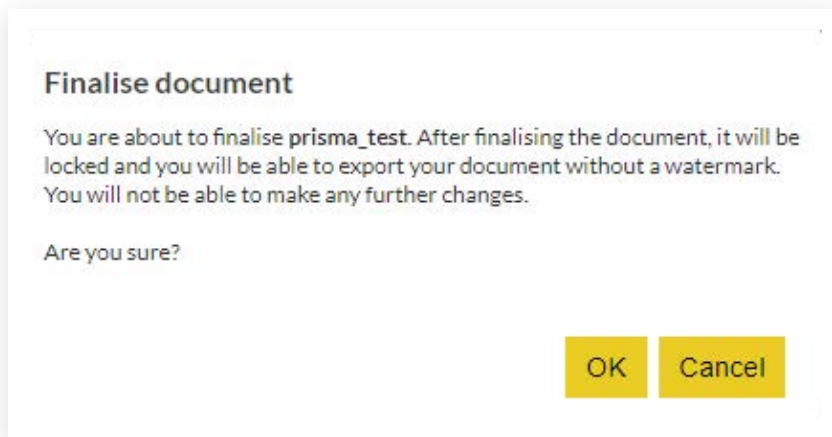
## FINALISING A CONTRACT

To finalise your contract (i.e. 'DRAFT' watermark is removed), click "Finalise" in My Documents (only available if all mandatory questions have been answered; nb. the percentage of questions completed can be less than 100% since not all questions are mandatory).



You will receive a warning message that after finalising the document, the contract will be locked and you will not be able to make any further changes.

Click OK to proceed, or click Cancel if you wish to review your document or return to the Q&A.



## GUIDES

Some contract families have a guide which will need to be purchased separately from [www.jctltd.co.uk/category/guides](http://www.jctltd.co.uk/category/guides)

A link to a list of the changes between the contract in its online format and the CD/hard copy format are also provided in the guide tab in the preview screen

For more information or guidance:  
**0345 082 1080**  
[www.tr.com/jctsupport](http://www.tr.com/jctsupport)

## UNIQUE CONTRACT ID

A unique contract ID is located in the header of each contract produced from the online service. This enables contracting parties to check it is a genuine JCT contract. The contract search tool is available on the JCT website at [www.jctltd.co.uk/jct-digital/contract-checker](http://www.jctltd.co.uk/jct-digital/contract-checker)

# JCT Digital Contract Checker

Use the JCT Digital Contract Checker to check the authenticity of any *JCT On Demand* or *JCT Construct* contract. Simply enter the contract ID and click 'Check Contract' below.

Check Contract >

## SHARING

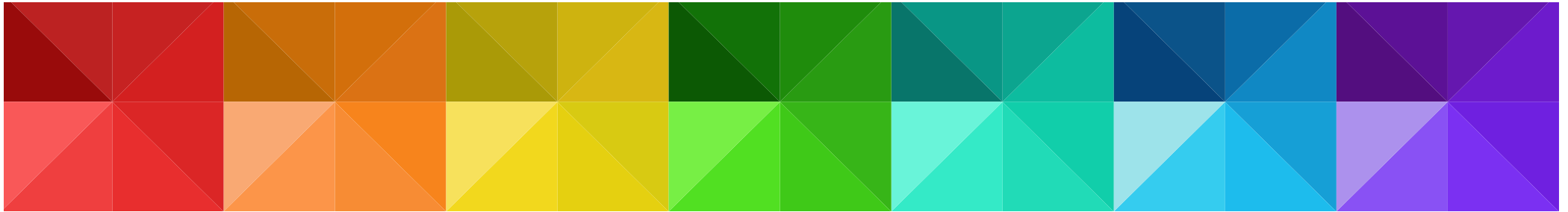
If you wish to share your contract with another party during the drafting stage you can download a pdf copy to your PC and send by email. The other party will not be able to amend the contract directly in pdf format.

## SUPPORT

For technical support please call 0345 082 1080 or submit an enquiry at: [www.tr.com/jctsupport](http://www.tr.com/jctsupport)

If you have forgotten your password, go to [www.jctltd.co.uk/forgotten-password.aspx](http://www.jctltd.co.uk/forgotten-password.aspx) and request a new password to be sent to your registered email address.

Setting the standard for construction contracts



# *JCT* ON DEMAND

[jctltd.co.uk](http://jctltd.co.uk)



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