<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESSING JCT ON DEMAND</td>
<td>3</td>
</tr>
<tr>
<td>FIND YOUR CONTRACT</td>
<td>5</td>
</tr>
<tr>
<td>STARTING A CONTRACT</td>
<td>6</td>
</tr>
<tr>
<td>MULTIPLE CHOICE QUESTIONS</td>
<td>7</td>
</tr>
<tr>
<td>EDITING YOUR CONTRACT</td>
<td>7</td>
</tr>
<tr>
<td>INVALID TEXT OR CHARACTERS</td>
<td>7</td>
</tr>
<tr>
<td>EXPLANATION NOTE</td>
<td>7</td>
</tr>
<tr>
<td>PAGE NUMBERS</td>
<td>7</td>
</tr>
<tr>
<td>SECTION IDENTIFIERS</td>
<td>8</td>
</tr>
<tr>
<td>MANDATORY QUESTIONS</td>
<td>11</td>
</tr>
<tr>
<td>SAVING YOUR CONTRACT</td>
<td>11</td>
</tr>
<tr>
<td>PROGRESS TOOLBAR</td>
<td>11</td>
</tr>
<tr>
<td>QUESTION GROUP SUMMARY MENU</td>
<td>11</td>
</tr>
<tr>
<td>FINISH MENU</td>
<td>12</td>
</tr>
<tr>
<td>MY DOCUMENTS</td>
<td>13</td>
</tr>
<tr>
<td>Export</td>
<td>13</td>
</tr>
<tr>
<td>Generating a Draft Contract</td>
<td>13</td>
</tr>
<tr>
<td>Q&amp;A Summary</td>
<td>14</td>
</tr>
<tr>
<td>Comparison Document</td>
<td>15</td>
</tr>
<tr>
<td>Printing</td>
<td>15</td>
</tr>
<tr>
<td>FOLDERS</td>
<td>16</td>
</tr>
<tr>
<td>HISTORY</td>
<td>17</td>
</tr>
<tr>
<td>RENAMING YOUR CONTRACT</td>
<td>17</td>
</tr>
<tr>
<td>DELETING YOUR CONTRACT</td>
<td>17</td>
</tr>
<tr>
<td>FINALISING A CONTRACT</td>
<td>18</td>
</tr>
<tr>
<td>GUIDES</td>
<td>19</td>
</tr>
<tr>
<td>UNIQUE CONTRACT ID</td>
<td>20</td>
</tr>
<tr>
<td>SHARING</td>
<td>20</td>
</tr>
<tr>
<td>SUPPORT</td>
<td>20</td>
</tr>
</tbody>
</table>
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.
ACCESSING JCT ON DEMAND

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

If you have any queries, or are experiencing any problems relating to JCT’s On Demand service, contact JCT support@jctgroup.com.
FIND YOUR CONTRACT

You will find a list of contract(s) that you have purchased from 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.
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.

Design and Build Contract 2016 Edition
Status: Draft  Reference ID: 14633304
Export  Folder  History  Rename  Delete

Open  Finalise

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.
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:**
  What is the identifier for each Section?

For more information or guidance:
0345 082 1080
www.tr.com/jctsupport
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:
**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.
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.
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.
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.
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:

- **My folders**
  - Unfiled documents 26
  - 15 December starts 7
  - + Create 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.
Some contract families have a guide which will need to be purchased separately from 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.
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.jct ltd.co.uk/jct-on-demand/contract-checker](http://www.jct ltd.co.uk/jct-on-demand/contract-checker).

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.jct ltd.co.uk/forgotten-password.aspx](http://www.jct ltd.co.uk/forgotten-password.aspx) and request a new password to be sent to your registered email address.
JCT ON DEMAND

jctltd.co.uk