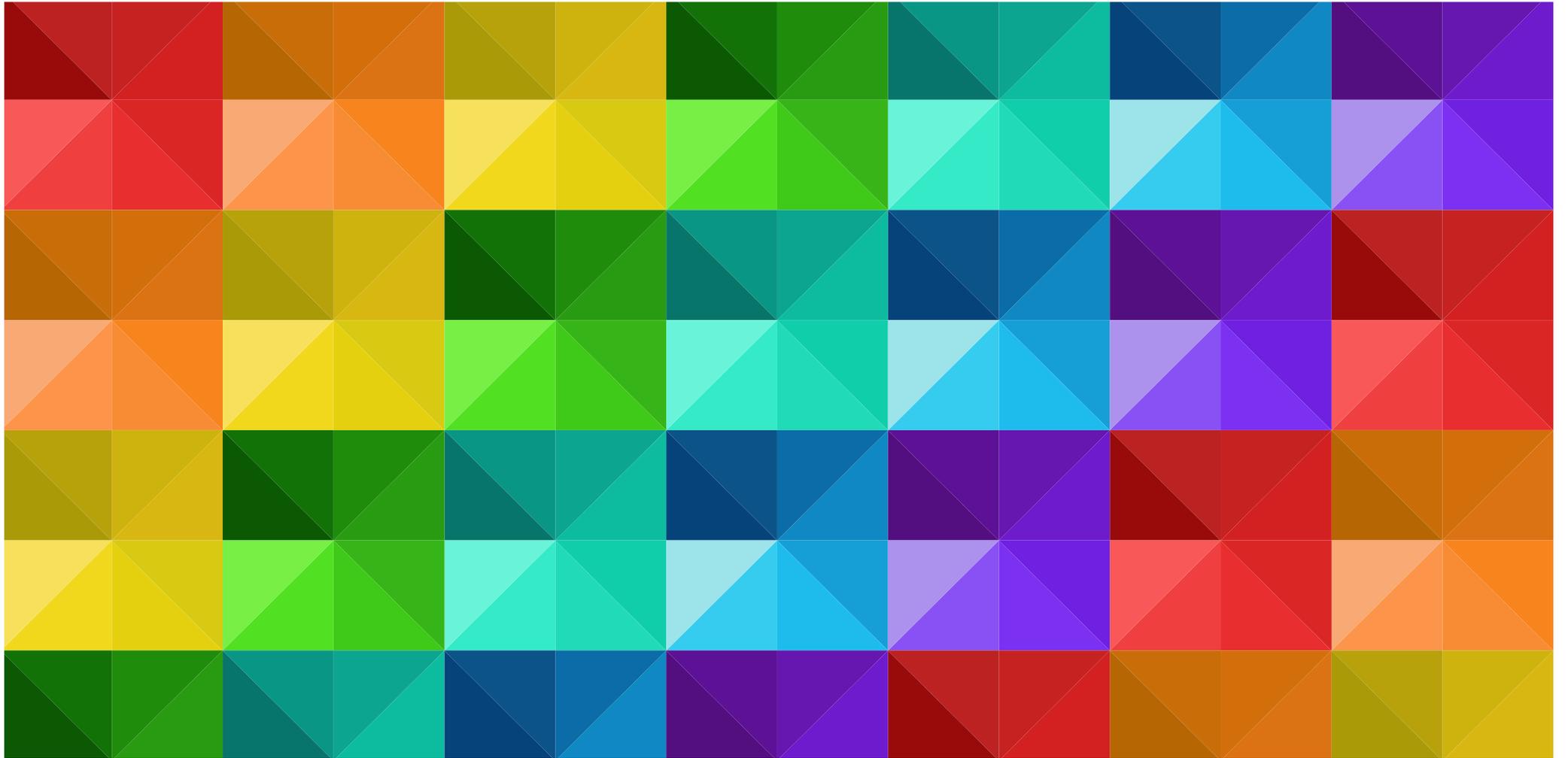


Setting the standard for construction contracts



JCT ON DEMAND USER GUIDE

In partnership with





ACCESSING JCT ON DEMAND	3	MY DOCUMENTS	13
FINDING YOUR CONTRACT	5	Download	13
STARTING A CONTRACT	6	<i>Generating a Draft Contract</i>	13
MULTIPLE CHOICE QUESTIONS	7	<i>Q&A Summary</i>	14
EDITING YOUR CONTRACT	7	<i>Comparison Document</i>	15
INVALID TEXT OR CHARACTERS	7	<i>Printing</i>	15
EXPLANATION NOTE	7	Folders	16
PAGE NUMBERS	7	History	17
SECTION IDENTIFIERS	8	Renaming Your Contract	17
MANDATORY QUESTIONS	11	Deleting Your Contract	17
SAVING YOUR CONTRACT	11	FINALISING A CONTRACT	18
PROGRESS TOOLBAR	11	GUIDES	19
QUESTION GROUP SUMMARY MENU	11	UNIQUE CONTRACT ID	20
FINISH MENU	12	SHARING	20
		SUPPORT	20

ACCESSING JCT ON DEMAND

Go to 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, and links to 'Products', 'Useful Documents', 'Contact JCT', and 'Login'. Social media icons for Twitter, Facebook, YouTube, and LinkedIn are also present. The main content area is divided into three sections: 'Product categories' (listing Contract families, Agreements, Collateral Warranties, and Guides), 'Existing Customers' (with fields for Email Address and Password, a Sign In button, and a link for 'Forgotten your password?'), and 'New Customers' (with a 'Welcome to The Joint Contracts Tribunal' message, a brief description of account benefits, and a 'Create Account' button). A 'Quick Basket' section at the bottom left indicates 'You have 0 items in your basket'.

For more information or guidance:
0345 600 9355
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'. The main content area is titled 'My Account' and features a sidebar with 'Product categories' including 'Contract families', 'Agreements', 'Collateral Warranties', and 'Guides'. The main account area has buttons for 'My Profile', 'My Address Book', 'My Orders', and 'Change Password'. A red box highlights the 'Access My JCT On Demand' button. Below the buttons, there is a text block: '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 600 9355
www.tr.com/jctsupport

FINDING YOUR CONTRACT

You will find a list of contracts 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 contracts. If you have purchased Guides these can be found at the end of the list in My Documents.

The screenshot displays the 'My Documents' section of the JCT On Demand platform. At the top, there is a yellow header with the JCT logo and 'On Demand' text. Below this, a navigation bar contains 'My Documents' (highlighted with a red box) and 'Logout'. The main content area is titled 'All Documents' and features a search bar (with 'Enter search term' placeholder and a red box) and a 'Sort by' dropdown menu (set to 'Date updated' and 'Descending', also with a red box). On the left, a sidebar lists folders: 'All documents', 'Final' (2 items), 'Document bin' (0 items), 'My Folders', 'Unfiled documents' (4 items), 'Shipbuilding' (with a 'Delete 2' link), and 'Create folder'. The main list shows two documents:

- Minor Works Building Contract with contractor's design 2016 Edition** (54% complete)
Status: Draft Reference ID: 70221204
Actions: [Download](#) [Folder](#) [History](#) [Rename](#) [Delete](#) [Open](#) [Finalise](#)
- Design and Build Contract 2016 Edition** (88% complete)
Status: Draft Reference ID: 70395404
Actions: [Download](#) [Folder](#) [History](#) [Rename](#) [Delete](#) [Open](#) [Finalise](#)

STARTING A CONTRACT

In “My Documents” click “Open”. The document will display with the questions and answers screen on the left and preview screen on the right.

Minor Works Building Contract with contractor's design 2016 Edition

Status: Draft Reference ID: 70395304

[Download](#) [Folder](#) [History](#) [Rename](#) [Delete](#)

Open Finalise

0%

JCT On Demand Progress 21%

My Documents Save

Employer's details

Preview Guidance Notes Last saved: 1 minute ago

Employer's details: What is the Employer's name?
Thomson Reuters

Employer's details: What is the Employer?
 Individual
 Local or public authority
 Company registered under the Companies Acts (England and Wales)
 Company registered under the laws of another country
 Other

Employer's details: What is the Company number?
123456

Employer's details: What is the address of the Company's

Agreement

This Agreement is made the 20th of _____

Between

The Employer
Thomson Reuters
Place of incorporation: England and Wales
(Company No. 12345678)
whose registered office is at 5 Canada Square, London, E14 5AQ

And

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 answer “yes”, the question: “Enter the name of the Adjudicator” follows.

Click “Clear” to remove your selection.

EDITING YOUR CONTRACT

You are not able to edit/add/delete the text of the JCT template with JCT On Demand.

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 are not shown in the preview screen but will appear on 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 in the Design and Build contract:

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

(Answer required to continue)

- Yes
- No

If you select "Yes" you will be asked to enter the list of Section identifiers later in the Contract Particulars. For example in the 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.

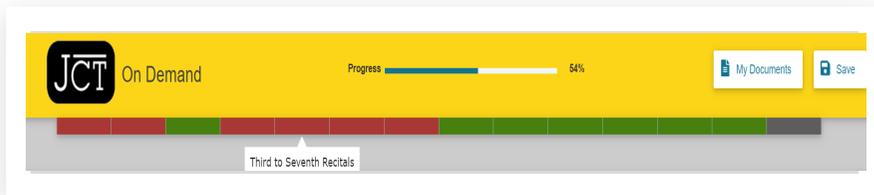
SAVING YOUR CONTRACT

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

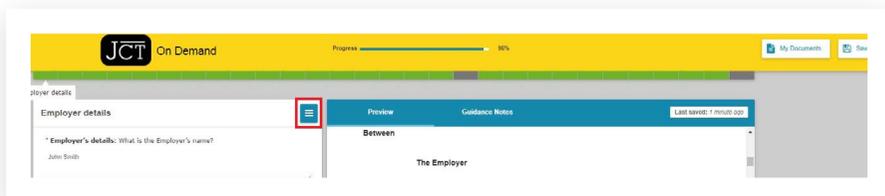
The progress toolbar is located above the question and answers (Q&A) and preview screens. Click on any red or green panel to navigate to that question group. Grey panels indicate question groups which have not been reviewed in the Q&A and are therefore not clickable in the progress toolbar. To review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

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 question summary menu by clicking on the icon highlighted below. Question groups in red are unanswered mandatory questions - an answer is required to finalise the document. Question groups in green are completed mandatory questions or reviewed 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 group and clicking next in the Q&A.



FINISH MENU

At the end of the questions and answers you will reach the Finish Menu. Question groups in green are completed mandatory questions or reviewed non-mandatory questions. Question groups in red are unanswered mandatory questions. Question groups in grey have not been reviewed at all. Only mandatory questions need to be answered to finalise a contract; you may have non-mandatory questions that have not been answered or reviewed and can still finalise the 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

DOWNLOAD

Minor Works Building Contract with contractor's design 2016 Edition

Status: Draft Reference ID: 70221204

[Download](#) [Folder](#) [History](#) [Rename](#) [Delete](#)

For more information or guidance:
[0345 600 9355](tel:03456009355)
www.tr.com/jctsupport

GENERATING A DRAFT CONTRACT

Click "Download" in My Documents and click the top PDF icon "Download to PDF" to output your draft contract to PDF.

Download

 **Download to PDF**
This will download the generated document draft into PDF, a 'locked' format that will open in a PDF viewer (such as Adobe Acrobat) or some web browsers. The PDF document is fixed and may no longer be edited.

 **Save Questions & Answers**
This will download a question and answer list in PDF, a 'locked' format that will then open in a PDF viewer (such as Adobe Acrobat) or some web browsers. The generated document will list out the questions that have been answered during the drafting process and the corresponding answers that were then supplied for each. It will not download an actual document draft.

 **Show document changes**
Compare this document with the base version, showing all additions made through answering the questionnaire.

MY DOCUMENTS

Q&A SUMMARY

Click "Download" in My Documents and click the second PDF icon "Save Questions & Answers" to output your questions and answers in alphabetical order.

Download ✕

 **Download to PDF**
This will download the generated document draft into PDF, a 'locked' format that will open in a PDF viewer (such as Adobe Acrobat) or some web browsers. The PDF document is fixed and may no longer be edited.
[Click to open](#)

 **Save Questions & Answers**
This will download a question and answer list in PDF, a 'locked' format that will then open in a PDF viewer (such as Adobe Acrobat) or some web browsers. The generated document will list out the questions that have been answered during the drafting process and the corresponding answers that were then supplied for each. It will not download an actual document draft.
[Click to open](#)

 **Show document changes**
Compare this document with the base version, showing all additions made through answering the questionnaire.
[Click to open](#)

For more information or guidance:
0345 600 9355
www.tr.com/jctsupport

MY DOCUMENTS

COMPARISON DOCUMENT

Click “Download” 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.

This 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 appended to the final contract in a single PDF file.

Download ✕

 **Download to PDF**
This will download the generated document draft into PDF, a 'locked' format that will open in a PDF viewer (such as Adobe Acrobat) or some web browsers. The PDF document is fixed and may no longer be edited.
[Click to open](#)

 **Save Questions & Answers**
This will download a question and answer list in PDF, a 'locked' format that will then open in a PDF viewer (such as Adobe Acrobat) or some web browsers. The generated document will list out the questions that have been answered during the drafting process and the corresponding answers that were then supplied for each. It will not download an actual document draft.
[Click to open](#)

 **Show document changes**
Compare this document with the base version, showing all additions made through answering the questionnaire.
[Click to open](#)

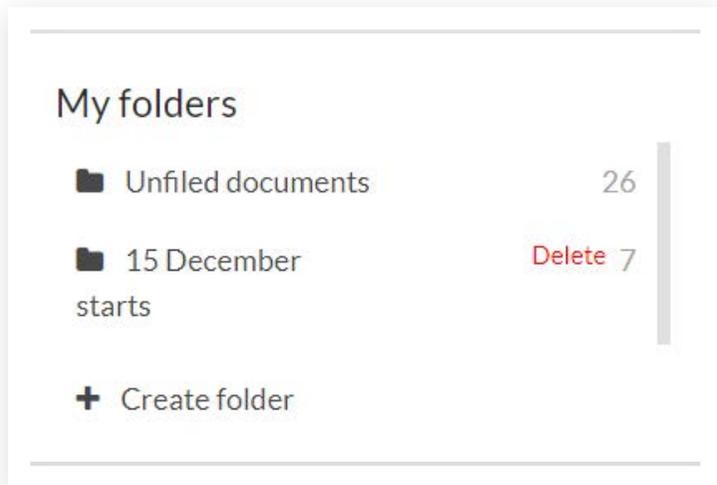
PRINTING

Click “Download” in My Documents and select from the options above to download a PDF which you will be able to print. When printing your PDF 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.

Minor Works Building Contract with contractor's design 2016
Edition

Status: Draft Reference ID: 70221204

[Download](#) [Folder](#) [History](#) [Rename](#) [Delete](#)

RENAMING YOUR CONTRACT

Click "Rename" and input your new contract name.

Minor Works Building Contract with contractor's design 2016
Edition

Status: Draft Reference ID: 70221204

[Download](#) [Folder](#) [History](#) [Rename](#) [Delete](#)

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.

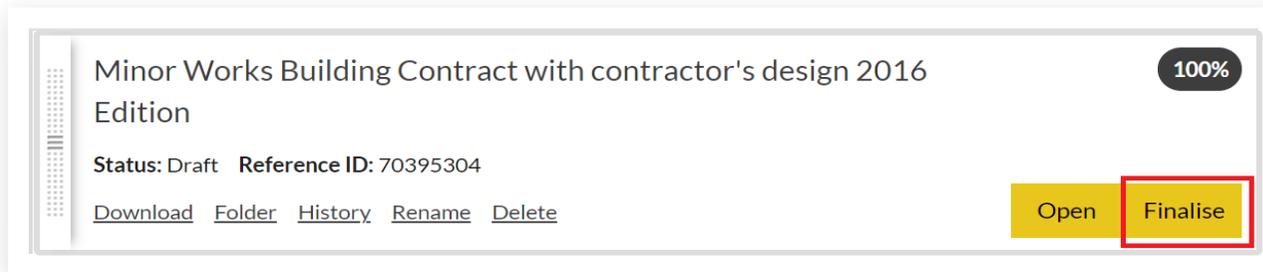
Minor Works Building Contract with contractor's design 2016
Edition

Status: Draft Reference ID: 70221204

[Download](#) [Folder](#) [History](#) [Rename](#) [Delete](#)

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).



Minor Works Building Contract with contractor's design 2016 Edition

Status: Draft Reference ID: 70395304

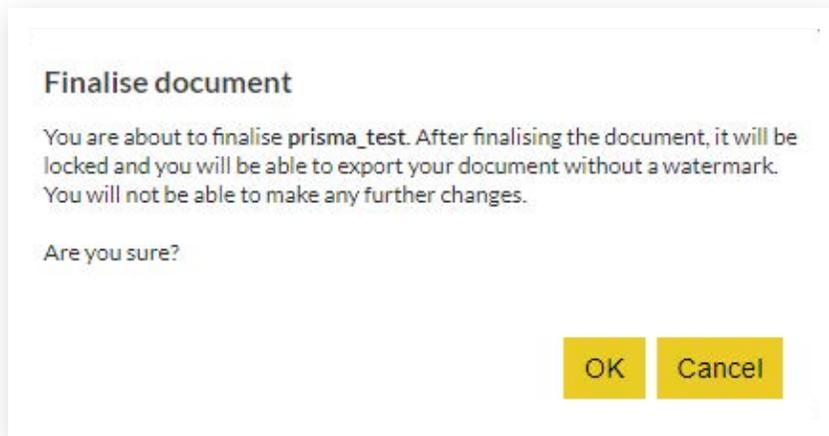
Download Folder History Rename Delete

Open Finalise

100%

You will receive the following warning message: "After finalising the document, it will be locked and you will be able to export your document without a watermark. You will not be able to make any further changes. Are you sure?"

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



Finalise document

You are about to finalise `prisma_test`. After finalising the document, it will be locked and you will be able to export your document without a watermark. You will not be able to make any further changes.

Are you sure?

OK Cancel

GUIDES

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 is also provided in the Guidance Notes on the preview screen.

For more information or guidance:
0345 600 9355
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

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

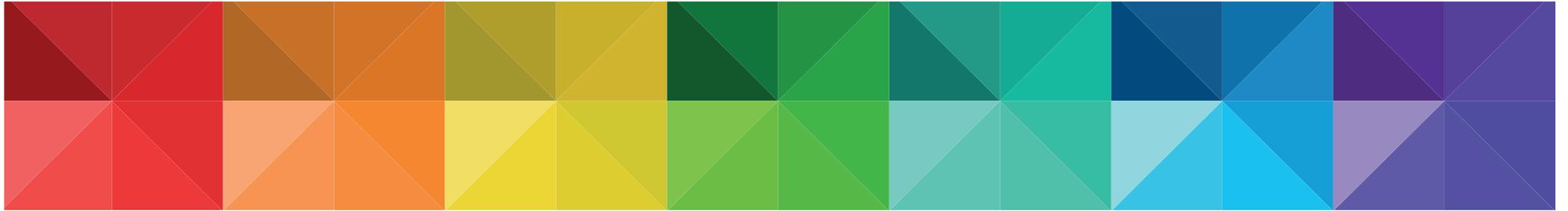
If you wish to share your contract with another party during the drafting stage you can download a PDF copy to your PC and send by email. The other party will not be able to amend the contract directly in the PDF.

SUPPORT

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

If you have forgotten your password, go to 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