



ConsensusDOCS™

The Only Construction Contracts that have Received the Endorsement of 23 Leading Industry Associations

Quick Start Guide

If you purchased ConsensusDOCS (Subscription/Meter Mode) or the State Law Matrix you will need to install the DocuBuilder software to access the programs. Once you install DocuBuilder you can enter your Electronic Invoice ID (EID, found in your Purchase Information email) to gain full access to your subscription or meter account. Click below to download and install.

Step 1. Installation and Registration

[DOWNLOAD DOCUBUILDER](#)

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(55.2 MB, includes network version)

If you are the only person who needs to use the software, choose the Standalone installation, accepting the default settings for the Standalone Installation.

If more than one person needs to use the software, choose the Network Server Installation and follow the steps below:

1. Sit at a client machine, not at the server.
2. Close all open applications.
3. Start the installation by double-clicking on the downloaded file (docubuilder_setup.exe).
4. Choose Network Server as the installation type.
5. At the next screen, click on the Browse button to navigate to your server.
6. Create a folder for DocuBuilder on the server and proceed to install to that folder.
7. When complete, do the first client installation. While still at the client machine, use Windows Explorer to navigate to the Client folder under the DocuBuilder application folder on the server.
8. Find docubuilder_setup.exe and double-click on it. (You must use the one that is in the client folder, not the original download file.)
9. After your first client installation, start the software. You will be prompted for an access key.
10. At the Registration and Settings dialog box, if you received an Electronic Invoice ID from your e-Store purchase, click on Register Product Online and input the Electronic Invoice ID from your e-mail.
11. If you do not have an Electronic Invoice ID, call us at 800-282-1423 and ask for Technical Support.
12. Do the Client installation on all machines that run the application.

Step 2. Edit a Contract

1. Start DocuBuilder from Start > Programs > AGC Software > DocuBuilder.
2. Click on the File menu and choose New Project.
3. Give your project a name. (You can click on the Save in field to navigate to save the project to your server drive if desired.)
4. Click on Save.
5. When the Create New Project box opens, click on OK.
6. The Summary info dialog box opens. Change the Project Location to say "the state of Georgia" (or h t i t whatever is appropriate) You can leave appropriate). the specific terms as they are. (In other words, it is best to leave the term for Owner as "Owner".) You will see these terms in your contract in green. You can change the global terms at any time by clicking on the File menu and choosing Summary Info.
7. Click OK to close the Summary Info.



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Quick Start Guide – Continued

8. The top left panel is called the Project Tree.
9. Expand the series you need.
10. Click on the name of the document (to the right of the checkbox) that you want to edit or print. Your document should appear in the right hand panel, which is called the Document Panel.
11. Click on the checkbox for the document (either in the Project Tree, or in the S column of the top paragraph in the Document Panel.)
12. The text will go from grey to black. (Your document must be “active” or selected before you can edit or print it.)
13. Edit the document as you normally would in a word processor.
14. Single click within red brackets to fill in the blanks.
15. After inputting the Owner’s or Contractor’s name (for example), hit the Enter key to create an empty line. Enter the street address and hit the Enter Key again to input the city, state and zip.
16. Continue editing the document, adding and removing text as necessary.
17. If there is a master paragraph that you do not want to print, click on the green box to the left of it twice until there is an X in the S (status) column. The X will exclude that paragraph from the document. Any “children” of this paragraph will be excluded automatically.
18. Note: When you click from one paragraph to the next, your document is automatically saved. There is no “Save” on the menu because it saves automatically.

Step 3. Print the Contract

When your document has been edited to your satisfaction, click on the printer icon in the toolbar.

1. The first field is your default printer. Verify that the printer is correct, or change the printer.
2. The next field is the report to print. Select one of the following:
 - a. Document Comparison (Redline) – This is one of the two “final” documents. It will underline your additions and strike through any text you remove. If you are using a Meter Account, you will be charged to print this report.
 - b. Draft Copy Date – This is one of the two draft documents. This will also underline your additions and strike through any text you removed, but it will display a Draft Copy watermark across the document. If you are using a Meter Account, you will not be charged for printing this document.
 - c. AGC Text Copy – This prints out a blank contract. Use this to print out and read the contract without any edits. You are not charged when printing this document, which also includes a watermark across the document.
 - d. Clean Document – This is the other “final” document. Additions are not underlined and removed text does not appear at all. If you are using a Meter Account, your meter will be reduced when you print this document.

Call Technical Support at any time if you have any questions at 800-282-1423, or e-mail us at consensusdocs@agc.org.