

The virtual data room experience

Drooms NXG:

The Drooms App facilitates high-performance document upload in addition to rapid document access.

This means that the solution is not exposed to security weaknesses often related to browser-based solutions.

The Drooms NXG data room is the first virtual data room to place users at the heart of its processes. All features have been designed to be used quickly and intuitively. Users can begin work immediately following registration, without the need to pore over instruction manuals. Key functions required within due diligence processes are automated, for example automatic document translation. Drooms NXG provides the following benefits, and in doing so gives your project a decisive edge:

Intuitive user experience

- › Self-explanatory user navigation
- › Split screen for direct comparison of documents
- › Smart search function
- › Comprehensive access permissions
- › "Tile View" of projects

Speed and automation

- › Documents display in real time
- › Real-time document translation
- › Fast document upload via drag-and-drop function
- › Swift setup of data room for all users

Service

- › 24/7 technical support
- › Customer service team with industry experience
- › Additional service: Structuring and digitising for the optimum preparation of your data room



Workflow

- › Simple index and document structure
- › Intuitive user navigation on account of clear key functionalities
- › The entire index structure can be opened quickly with a single click
- › Instant overview of folders containing documents/empty folders or index points
- › Variety of possibilities to display user-based document status: document not open/open/in review/reviewed
- › Upload complete folder structures (including sub-folders) and documents via drag and drop functionality with automatic numbering of the relevant index points
- › Index allocation: automatic allocation of uploaded documents or whole folders to specific index points
- › Simple rights allocation for index points and documents after uploading
- › Instant Access Technology: converting documents allows them to be displayed rapidly without users having to download the original. Copying and adding content to documents is prevented in this way.
- › Page preview (thumbnails)
- › High resolution display of multi-page documents up to A0+ size in black and white or full colour
- › Powerful zoom function: enlarge document view by up to 800% (e.g. to easily view A0+ sized plans)
- › Split screen: view two documents side by side (e.g. to compare two contracts)
- › Documents or pages can be rotated
- › Indexing up to 20 index levels
- › Comprehensive search functions: a variety of search parameters which can be combined as required (e.g. index, documents and bookmarks). Optical Character Recognition (OCR) enables an automatic text recognition. Text matches, synonyms and similar search terms from the index and document view can be highlighted with selection of hits.
- › “Notes and Highlights”: place bookmarks, writes notes and highlight text passages
- › Multilingual user interface: English, French, German, Italian and Spanish available – also available for data room invitations

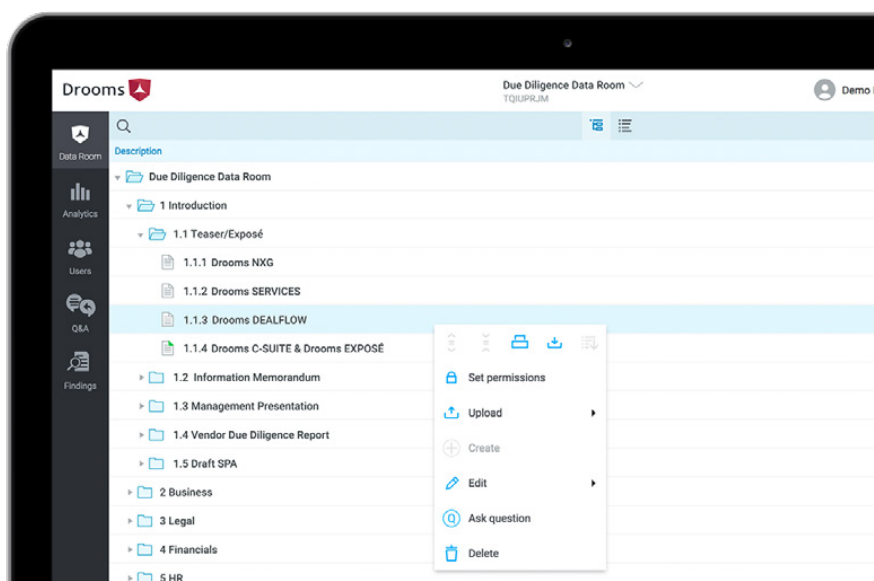
- › Drooms NXG document translation: Engine translation of the data room documentation. The following languages are supported: English, German, Italian, Spanish and French
- › Findings Manager: Automated pre-analysis of documents in the data room, available according to pre-defined or individual search terms. Based on the results of the analysis, an individual assessment of potential risks and opportunities and their likelihood can be provided together with corresponding text highlights. The results can be exported as an Excel spreadsheet.
- › Data room branding featuring your company's own logo
- › Tile view: upload an image of your choice for individual data rooms for project visualisation purposes
- › Notifications: maintain an overview of all important data room activities and processes, new document uploads and approval notifications
- › Add, relocate, delete, rename and number all folders or index points
- › Recycle bin with simple document recovery process
- › Index can be created via Excel upload
- › Document batch functionalities including printing and saving
- › Print title pages
- › Dynamic and personalised watermarks on documents including email, project name and time/date stamps
- › Numerous file formats (for example, .docx /.xlsx /.pptx /.pdf /.tif /.jpeg /.png /.txt, among others) are supported in terms of document display
- › Indexes can be exported as an Excel document
- › Permissions can be exported as an Excel document
- › Q & A tool for processing question and answer processes:
 - Flexible configuration of complex approval processes
 - Configuration of approval settings for pre-screening of questions
 - Automation of the answering process by assigning specialist teams to different index points
 - Possibility to limit the number of questions that can be asked per day or during the entire process, as well as an individual determination of the Q&A start
 - Attachment of a document to an answer, or linking to a document in the data room
 - Documentation of all questions and answers, and export functionality to Excel
- › Best Practice Guide for optimum preparation



User administration

- › Quick and simple setup process for individual users or user groups means that various user profiles can be easily managed
- › Allocation of individual usage rights at document level
- › Individual data room configuration (optional): all users must accept client-specific confidentiality agreements and terms and conditions of use before being granted access to prepare the data room
- › Compliance and edit-proof documentation of all data room activity: reporting of all user activities at document page level
- › Email notifications for users: individual notification configuration to alert users about any changes made to index or document structure
- › Permissions:
 - Allocation of permissions: “View”, “Print”, “Save” and “Edit”
 - Expanded permissions levels: allocation of permissions such as “add only” and “create with approval”
- › Create and invite individual users or entire user groups via the drag and drop function; user invitations can be scheduled and then sent at a time and date of your choice
- › Independent data room administration is possible. Alternatively, Drooms can manage the data room on your behalf (for a surcharge depending on your service package)

Drooms is the leading provider of data rooms in Europe, facilitating highly secure access to confidential documents as well as the ability to exchange them with third parties around the globe.





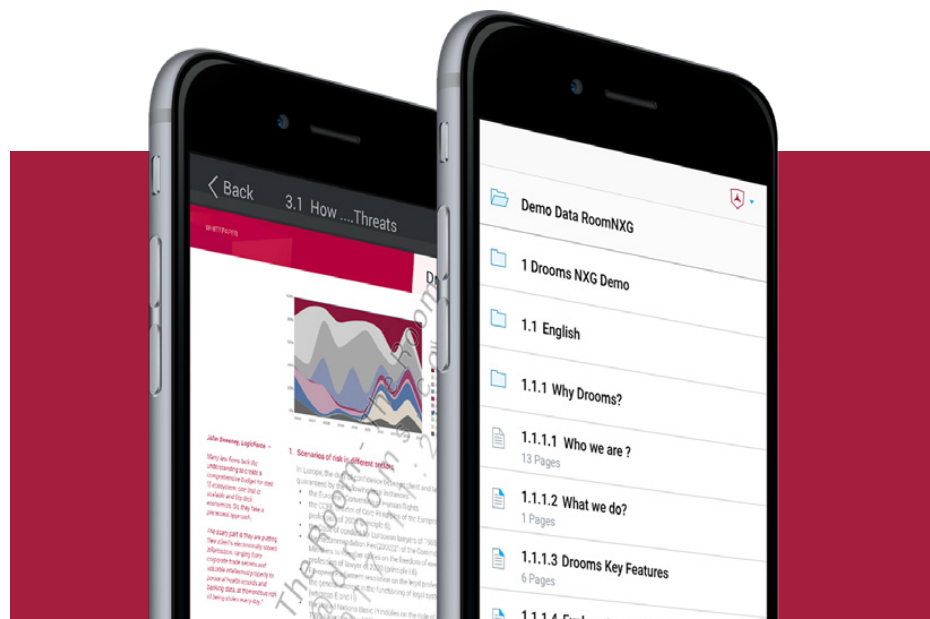
Service

- > 24/7 technical support for users who encounter technical problems
- > Support for administrators from Customer Service Teams on issues relating to data room management between the hours of 8 am and 8 pm CET
- > Customer Service Team with long-standing experience in the structured preparation of data rooms
- > Online tutorials, support questions and online help directly available within the data room
- > Initial online training (depending on service package)
- > Supplementary services such as structuring and digitising data rooms
- > Flexible applications: project team operates on the ground (supplementary service)
- > Continuous project management including preparation and update of the data room (supplementary service depending on service package):
 - Technical support for data room index setup
 - Index upload in data room
 - Document upload in data room
 - User group and permissions setup
 - Create and invite users; allocate permissions
 - Data room branding with logo and project image
 - (optional) Freeze: the data room can be frozen during or at the end of a transaction that no user is able to access the data room.
 - Data room can be archived to DVDs: DVD set incl. Standard Statement of Identity
- > Further optional customer services:
 - Additional training sessions, including at your offices
 - Preparatory work on incompatible original files
 - Splitting, merging, and completing documents
 - Preparing pre-formatted, not-for-printing MS Excel worksheets
 - Reorganising data rooms on account of a customer subsequently modifying the index
 - Setup and management by users and groups
 - Redacting documents



Server/Security/Platform

- › Proprietary solution for maximum security standards
- › Compatible with Windows/Mac/iOS (iPad/iPhone)
- › European company with data protection-compliant server locations in Germany and Switzerland
- › Certified computer centres (ISO/IEC 27001, ISO 22301, PCI DSS and SOC 2 compliance)
- › Documents are saved and transferred exclusively via SSL connections with AES encryption and 256-bit key length
- › System reliability (system availability of 99.9% - annual minimum rate of availability)
- › Password-protected user access
- › Time-restricted password validity
- › No entries or additions in the Windows registry
- › No installation of additional plug-ins or third party software required
- › Two-factor authentication by SMS for added security
- › Anti-virus scan carried out on all uploaded files
- › Own server/hardware



Drooms data room service package

Our experienced specialists support you in the setup, administration, and shutdown of the data room. Depending on the agreed service package, the services marked (✓) are available to you as inclusive services. Additionally, you may commission any other service as a customer service contract based on our current “additional services” price list.

	Gold	Silver	Standard
24/7/365 e-mail support	✓	✓	✓
24/7/365 phone support	✓	✓	
Customer Service Support: Personal contact partner for questions about data room administration	✓	✓	
Initial online training*	✓	✓	
Initial technical support for data room index setup*	✓	✓	
Initial index upload in data room*	✓	✓	
Initial document upload in data room*	✓	✓	
Initial user group and permissions setup*	✓	✓	
Initial addition and invitation of users*	✓	✓	
Subsequent modification of permissions*	✓	✓	
Subsequent modification of user groups*	✓		
Subsequent upload, moving, and deletion of documents (without modification to the index structure)*	✓		
Subsequent addition, invitation, and blocking of users*	✓		
1 CD/DVD Set**, incl. Standard Statement of Identity	✓		
Initial configuration of a standard approval process (vendor -> specialist -> approval)*/***	✓		

* During core times, Monday to Friday, 8 a.m. to 8 p.m. CET

** Up to a maximum of 10 CD/DVDs per Set.

*** Maximum set-up time of two hours.