

DealRoom

General User Guide

Table of Contents

User Requests Main Tab	3
User Requests Continued	4
User Individual Request	5
User Data Room Tab	6
User Document Viewer	7
User Members Tab	8
User Settings - Personal Info	9
User Settings - Email Notifications	10
User Settings - Security	11
User Notifications	12
User Help	13

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GU

Project Jules

RequestsData RoomMembers

OVERVIEWPROGRESSTIMELINE

New Request

Import

Export All

Search

Filter

Assigned to me0

Need my review0

All Requests

Due Diligence Data Requests

Legal2/5

Financial3/13

Accounting2/7

Operations1/4

Insurance0/2

Commercial2/19

HR2/20

IT1/12

IT Administration1/7

IT Security0/5

Tax1/8

1

2

Due Diligence Data Requests \Legal \Real Estate

6

4

3

Due Diligence Data Requests \Financial \Accounting

5

11

12

9

7

8

10

Deeds Please provide copies of deeds with respect to all owned real estate, includin...

Warranty Claims

All secrecy, confidentiality and nondisclosure agreements;

Prepaid Expenses

Off-Balance Sheet Transactions

Financial Statements- Unaudited

Audit Letters

Financial Statements-Audited

Contingent Liabilites

Nov 25

Integration (Jun 01) RA

Integration

Integration

Integration

Integration

Integration

Integration

Nov 29

Nov 18

Nov 12

Oct 20

Oct 14

Oct 20

Oct 14

Nov 10

Jun 06

Aug 25

Jun 06

Jun 06

Reply

Files

Updated

Access your assigned requests.

Create a new request.

Adjust the request priority and status.

Use the search bar and various filters to quickly find requests.

Access lists and sublists.

Select a request box to apply bulk request actions.

View the comments and files attached to a request.

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Project Jules

Requests

Data Room

Members

LISTS

Assigned to me

0

Need my review

0

View as total

All Requests

10

2

6

59

Due Diligence Data Requests

10

2

6

59

Legal

2

1

1

1

Financial

3

1

3

6

Accounting

2

1

4

Operations

1

2

1

Insurance

1

1

Commercial

2

1

16

HR

1

1

18

IT

1

11

IT Administration

1

6

IT Security

5

Tax

1

7

OVERVIEW

PROGRESS

TIMELINE

10 Overdue Requests

View Requests

Search

Filter

Show Dependencies

Corporate Organization

Jun 10

Nov 25

2

Deeds Please provide copies of deeds with respect to all owned real est...

Jul 03

Jun 01

RA

+1

Due Diligence Data Requests \Legal \Real Estate

6

Warranty Claims

Feb 01

+1

Property Summary

Jun 05

+1

All documents, contracts or agreements to which directors, officers or r...

May 02

+1

Due Diligence Data Requests \Financial \Accounting

All secrecy, confidentiality and nondisclosure agreements;

Jun 06

+1

Prepaid Expenses

Nov 12

12

Off-Balance Sheet Transactions

Sep 21

9

Financial Statements- Unaudited

Nov 12

7

Audit Letters

Nov 12

8

Financial Statements-Audited

Jul 31

10

Contingent Liabilites

Nov 12

Select the **progress** or **timeline views** to see completed tasks and task due dates.

Hover over a progress bar to reveal **three dots**. Select the three dots to access **additional functionalities**.

Add Category

New Request

Rename

Export

Move

Delete

https://icarus-demo.dealroom.net/rooms/project-jules#/tasks/list/212851

>>

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Project Jules

RequestsData RoomMembers

LISTS

Assigned to me0

Need my review0

All Requests10/77

Due Diligence Data Requests10/77

Legal2/5

Financial3/13

Accounting2/7

Operations1/4

Insurance0/2

Commercial2/19

HR1/20

IT1/12

IT Administration1/7

IT Security0/5

Tax1/8

Due Diligence Data Requests / Legal / Real Estate

All documents, contracts or agreements to which directors, officers or related entities are parties

Add request description

Documents +

1.1.2 DealRoom best practices guide.pptx

1 Legal

Dependencies +

Upload

Nov 29

Nov 29

Show Activity

GU

Aa B I ... | : | @ #

Open

Recall

Comment

CN

Charisma Nuqui

Kison Patel

Oct 14 • 2:24AM

Kison Patel

See our final response

Oct 23 • 2:34AM

ID 3

★

PriorityHigh

StatusIn Progress

Start DateMay 02, 2022

Due Date+

Labels+

Assignees

Julia Rollins

Kison Patel

Reviewers

Kison Patel

Hannah Delgado

Followers

Kison Patel

Charisma Nuqui

Created By

Julia Rollins

Set the request user roles, due dates, and labels.

8Financial Statements-AuditedIntegration

10Contingent LiabilitiesIntegration

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GU

Project Jules

RequestsData RoomMembers

FOLDERS

Recent Files

Bookmarked Files

Home

1. Legal

2.

3.

4.

5. IT

6. Tax

7. Plan

Home

UploadDownload AllNew FolderNew RequestEdit IndexExport Index

Index

Title

1

Legal

14 docs

35 docs

3 docs

3 docs

5

IT

-

1 doc

6

Tax

-

0 docs

7

Plan

-

0 docs

Search

COLUMNS

Sort by recently uploaded files.

Hover and click on the three dots for additional functionality.

Create new folders.

Upload files / documents. You can also drag-and-drop upload into a request.

Select the boxes for more functionality and bulk actions.

Bookmark frequently used files.

Search for files / documents by title or search for documents containing specific keywords.

Select the three dots for additional functionality.

DealRoom Best Practices Guide

Now that you're familiar with the basic fundamentals of using the platform, use these best practices to take your M&A process to the next level and get the most out of DealRoom.

- ☐ Get integration involved early and run that process in parallel with diligence
 - ☐ Create a new list titled Integration. Build out your integration functional areas as sublists and use the move or copy functionality to reuse diligence findings to build out your schedule.
[Link to podcast](#)
- ☐ Use custom labels to easily filter key items and stay organized
 - ☐ Examples: 30 day, 60 day, 90 day, high risk [Screenshot link](#)
- ☐ Create custom statuses from the Settings tab to have more dynamic workflows
 - ☐ Example: create a custom status for the seller to mark an item as "needs review" for the buyer. The buyer can then mark the item as resolved or back to in progress so the seller knows if more information is needed [Screenshot link](#)
- ☐ Use mentioning in comments
 - ☐ Use the @ symbol to mention a team member. They will receive a notification directly from the system about your comment and mention [Screenshot link](#)
- ☐ Connect your rooms with Teams or Slack

See a document's **past uploaded versions**.

View the requests that a file / document has been attached to or **create a new request** (from this document view).

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GU

Project Jules

RequestsData RoomMembers


GROUPS

All groups0/22

Administrator0/19

Target Company0/3

Search

Name	Contact Info	Role	Group
<div> Carol Bartz</div>	carolbartz@mailinator.com 202-555-0121	Yahoo CEO of Internet Services	Target Company
<div><div>GU</div>General User</div>	<div></div> 1234567890	General Company General Manager	Target Company
<div><div>JR</div>Jules Robbins</div>	jrollins@wisc.edu 999-999-9999	Rollins & CO CEO	Target Company

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D

Project Jules

Requests

Data

LISTS

Assigned to me

Need my review

All Requests

Due Diligence Data Requests

OVERVIEW

PROGRESS

New Request

Imp

ID	PR	Status
		Due Diligence Data Requ
1		
2		
		Due Diligence Data Requ
6		
4		
3		
		Due Diligence Data Requ
5		
11		
12		
9		
7		
8		
10		

Account Settings

Personal Info

Email Notifications

Security

Profile photo

GU

Upload new

Email address *

hanndel.digital@gmail.com

First Name *

General

Last Name *

User

Title *

General Manager

Company *

General Company

Phone Number *

1234567890

Save changes

Update your personal information.

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Project Jules

D

LISTS

Assigned to me0

Need my review0

All Requests10/77

Due Diligence Data Requests10/77

Requests

OVERVIEW

PROGRESS

New Request

Imp

ID	PR	Status
1		
2		
6		
4		
3		
5		
11		
12		
9		
7		
8		

Account Settings

Personal InfoEmail NotificationsSecurity

Allow notifications from

☒ All rooms☐ All rooms except...☐ Only selected

Send me email notifications

Immediately

Anytime

☐ Send separate email for each room

Notify me about

☒ New requests☒ Documents uploading☐ Requests due dates

Timezone

Detect

Asia/Manila

Save changes

Set your **email** notification preferences.

Project Jules

LISTS

Assigned to me0

Need my review0

All Requests10/77

Due Diligence Data Requests10/77

Requests

OVERVIEW

New Request

Import

ID	PR	Status	Request
Due Diligence Data Requests \Leg			
1			Export Co
2			Deeds Ple
Due Diligence Data Requests \Leg			
6			Warranty
4			Property
3			All docum
Due Diligence Data Requests \Fin			
5			All secre
11			Prepaid E
12			Off-Balan
9			Financial
7			Audit Lett
8			Financial
10			Continger
Due Diligence Data Requests \Fin			
13			Balance s
14			Unusual, I
16			Summary

Account Settings

Personal InfoEmail NotificationsSecurity

Two-factor authentication

Authenticator App

An authenticator application that supports TOTP (like Google Authenticator or 1Password) can be used to conveniently secure your account. A new token is generated every 30 seconds.

Enable

Text Message

This authenticator can send you text messages for verification. This is useful as a backup method or when you do not have a phone that supports an authenticator application.

Enable

Recovery Codes

Recovery codes can be used to access your account in the event you lose access to your device and cannot receive two-factor authentication codes.

Password

Current password *

New password *

New password confirmation *

Change password

Enable **two-factor authentication** via an authenticator application, text messaging, or recovery codes.

Update your password here.

DealRoom

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Demo - Major Airlines

oms

Project Jules

Notifications

Help

General User

NOTIFICATIONS

All notifications

Unread

3

Mark all as read

All rooms

Nov 23, 2022

Julia Rollins

uploaded document [1.1.12 Set up SAML SSO for Azure AD ...](#) to folder [1.1 Corporate Organization](#).

November 23 • 6:13AM

Nov 22, 2022

User [Daniel Marzinotto](#) has been invited to group [Administrator](#) in room .

November 22 • 2:07AM

Julia Rollins

uploaded document [1.1.11 api-draft-07-01.html](#) to folder [1.1 Corporate Organization](#).

November 22 • 1:43AM

See the **notifications** from all of your rooms or filter the notifications by room.

DealRoom

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Demo - Major Airlines

oms

Project Jules

Notifications

Help

General User

NOTIFICATIONS

All notifications

Unread

Help

START LIVE CHAT
Recommended, 24/7 Support

GIVE US A CALL +1-800-340-9749
US business hours (8am-6pm CST)

HELP CENTER
Learn how to use and configure your DealRoom

M&A RESOURCE LIBRARY
Additional material and general resources

TUTORIAL
Watch quick training materials

YOUTUBE CHANNEL
Additional DealRoom User videos

FREQUENTLY ASKED QUESTIONS

I am getting too many/not enough emails from DealRoom about my transaction.

Where can I find the template to make sure my diligence spreadsheet is in the correct format?

I can't see any documents, or a user has notified me that s/he can't see any documents.

marked a page, and it's not showing up in "My Bookmarks."

document

my documents/folder structure, but I need to change the order of the folders.

I have moved things around and I need my index numbers to reflect these changes

Click on the **help icon** to bring up **live chat**, the **24/7 support number**, **video tutorials**, and **FAQs**.