

DealRoom Platform Overview

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Navigation Bar

DealRoom

Major Airline

Pipeline

People

Reports

Settings

Rooms

Project Jules

Project Simil

Project WeddingDay

Sell Side

Project University

Project Spruce

Project Scholarship

Project NextMind

See all rooms

Notifications

Help

HD Hannah Delgado

Project Jules

This is where you will see your **pipeline**.

0

2

5/253

1/182

4/71

Trash

See all the rooms under your **pipeline**.

RequestsData RoomPermissionsOKRReportsSettings

OVERVIEW

PROGRESS

TIMELINE

New Request

Import

Export All

ID	PR	Status	Request	Reply	Files	Updated
Due Diligence Requests \Legal \Corporate Organization						
1			Organizational Chart JR			Oct 20
2			Joint Ventures (Nov 30)			Oct 18
3			Governing Documents			Oct 26
4			Authorized Jurisdictions			Oct 20
5			Board Minutes			Jul 13
6			Past Transactions			Jul 13
Due Diligence Requests \Legal \Management						
7			Related Party Transactions			Jul 13
8			Management Bios			Jul 13
9			Board Bios			Jul 13
Due Diligence Requests \Legal \Capital Structure						
10			Capitalization Table			Jul 13
11			Equity Issuances			Jul 13
12			Options and Convertible Instruments			Jul 13

Access all your **user settings** such as updating your account information, email notification frequency, and reset your password from your **profile icon**.

Save changes

Choose which rooms you receive notifications from, the frequency of your email notifications, and what you are notified on. Each user sets their own **email notifications**.

Hover over any request or list and click the **three dots** for additional functionality.

Update **status** and **priority**.

Attach documents that have been uploaded to the **data room** tab.

Upload directly to a **request** by clicking here or dragging and dropping. The document will be attached to a request and stored in the correct folder in the **data room** tab.

Add **comments** or ask **questions** about this request. Leave open for everyone to see your comments.

Assign people who need to work on or receive notifications regarding this request as **assignees**, **reviewers**, or **followers**.

Project Jules

Recent Files

Bookmarked Files

Home

1. Financial

2. HR

3. IT

4. Legal

5. Commercial

6. Tax

7. Plan

8. Staging (NO BUYER ACCESS)

Trash

Sort by most recently uploaded file.

Hover and click on the three dots for more functionality.

Home

Upload

Download All

New Folder

New Request

Edit Index

Export

Index

Title

Description

Size

Date

35 docs

0 docs

0 docs

6 docs

0 docs

0 docs

0 docs

0 docs

0 docs

38.71 ... Aug 17

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

Search

COLUMNS

Create new folders. Upload files / documents to a request by clicking here. You can also drag and upload into a request.

Select a request box for more functionality and bulk actions.

Uploaded Files Permission Confirmation

8

>>

JULES Project Jules

RequestsData RoomPermissionsSynergiesOKRReportsSettings

FOLDERS

Recent Files

Bookmarked Files

Home

1. Financial

2. HR

3. IT

4. Legal

5. Commercial

6. Tax

7. Plan

8. Staging (NO BUYER ACCESS)

Trash

Home

Uploading files (1)

Set File Permissions:

External

External Legal

Finance

HR

IT

Legal

Target Company

☐

☐

☐

☐

☐

☐

☐

☒ Notify selected groups

BackConfirm

When uploading new files, the system will ask you to confirm the **permissions** set for the file you are uploading. **Groups** that have permission will receive an email about the upload.

Search

COLUMNS

Description

Size

Date

-

35 docs

-

0 docs

-

0 docs

-

6 docs

-

0 docs

-

0 docs

-

0 docs

-

0 docs

-

38.71 ...

Aug 17

Test Document for the Purpose of Demonstrating.

Your information security/privacy is important to us, here at DealRoom.

Lorem ipsum dolor sit amet, recusabo mnesarchum voluptatum mea ne, augue latine euismod eu has. In eam saepe doctus adipiscing, ut porro oporteat per. Malorum veritus postulant vix ut. Quo at ornatus graecis petentium, zril qualisque ea est, justo partiendo abhorreant vix id. Atqui laboramus scribentur sed ne.

Pri ea tota tibi que, eu persius invenire quaerendum pri, admodum accusam no pro. Usu quando definitiones in, cum eu vero virtute civibus, dico quodsi per ne. An nec perpetua moderatius. An cum eripuit reprehendunt comprehensam, eam ex reque harum evertitur. Mentitum signiferumque ad est.

Mei agam veniam expetenda ad. Eam ea mentitum voluptaria. Et **Red** mentitum ius. Ei saepe habemus has. Mei partem meliore ea, vel et viris occurreret persequeris. Id laudem graeco duo, hinc solum necessitatibus et vis.

Enim menandri ex his. **Red** sonet interesset an sea, ferri causae per ad, delectus disputando adversarium ea usu. Populo quaestio ei eum, eu dissentiunt contentiones disputationi quo. Wisi recusabo abhorreant qui ne, fugit denique sit ex.

Ut vis velit quidam accusamus. Sit doming constituam an, ei sit porro lobortis, has dui eligendi ut. Te natum sanctus praesent est, nam ad magna soluta doctus. Vel cu dolores periculis. Nullam repudiandae cu sea, in usu iisque cotidieque.

Lorem ipsum dolor sit amet, recusabo mnesarchum voluptatum mea ne, augue latine euismod eu has. In eam saepe doctus adipiscing, ut porro oporteat per.

REQUESTS

Attach To Request

New Request

Due Diligence Requests / Legal / Corpora...

#3 Governing Documents

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) to add to an **existing request list**.

>>

JULES

Project Jules

Requests

Data Room

Permissions

Synergies

OKR

Reports

Settings

GROUPS

All groups

1/38

Administrator

0/17

External

0/4

External Legal

0/4

Finance

1/5

HR

0/2

IT

0/2

Legal

0/2

Target Company

0/2

...

Trash

Create a new group.

MEMBERS

FILE PERMISSIONS

REQUESTS PERMISSIONS

OTHER PERMISSIONS

Add Member

Export Contacts

Export Permissions

Add members by typing in their email address to send an invite.

Check the file permissions set across all the groups.

Copy

Rename

Delete

Copy a group's permissions to a new group.

Click a member box for bulk actions such as moving users to other groups or deleting users.

Contact Info	Role	Group
inghal@mailinator.com 555-0154	Google Former Senior Vice President	External Legal ▾
andreweubanks@mailinator.com 361-523-7427	Roche CFO	External Legal ▾
andrewtalbotkummer@mailinat... 555-5555	Baird Analyst	Finance ▾
anitalindner@mailinator.com 509-774-0333	Roche Manager	Finance ▾
askhat@dealroom.net	Team DealRoom Frontend Engineer	Administrator ▾
briankrzanich@mailinator.com 202-555-0129	Intel Chief Executive Officer	External ▾
brucesewell@mailinator.com 202-555-0186	Apple Senior Vice President and G...	External ▾
carolbartz@mailinator.com 202-555-0121	Yahoo CEO of Internet Services	Target Company ▾
charisma@dealroom.net	Team DealRoom	Administrator ▾
craigbarratt@mailinator.com 202-555-0113	Google Senior Vice President	External ▾
danriccio@mailinator.com 202-555-0177	Apple Senior Vice President Hard...	Legal ▾
davidchristens@mailinator.com 202-555-0108	Ernst & Young Financial Services Partner	Finance ▾
davidyoung@mailinator.com 202-555-0119	Cooley LLP Counsel	HR ▾
derricks@mailinator.com 309794531	Holly Tree Inn Manager of Business Opera...	IT ▾
dianneglynn@mailinator.com 202-555-0125	Ernst & Young Managing Partner	IT ▾

Select the **parent folder's permissions**. You also have the ability to **hide certain files and folders** within the parent folder.

Give a certain group **administrator access**.



Allow groups to **see other groups**.
Giving members the ability to **see their own group and administrators is the default setting**.

Project Jules

RequestsData RoomPermissionsSynergiesOKRReportsSettings

+ Add synergy

Create a **new synergy**.

Synergy ▲	Actual Value	Budgeted Va...	Forecasted ...	Achieve Date	Associated T...	Assigned To	Completed
Synergy 1	200,000	150,000	249,998	Aug 31, 2022	https://icarus-d...	 Kanstantsin ...	✓ Nov 10, 2022 

Click on synergy to edit.

Click to delete synergy.

Editing a Synergy Tab

>>

JULES Project Jules

RequestsData RoomPermissionsSynergiesOKRReportsSettings

+ Add synergy

Synergy ▲	Actual Value	Budgeted Va...	Assoc
Synergy 1	200,000	150,000	249,998Aug 31, 2022https:

Edit synergy

Synergy: *

Synergy 1

Actual Value

200000

Budgeted Value

150000

Forecasted Value

249998

Achieve Date

2022-08-31

Associated Tasks

https://icarus-demo.dealroom.net/#/tasks/115

Assigned to:

Kanstantsin Husarevich

☒ Completed

Update

Create a name and add values for a synergy.

Assign to an admin in the room and mark as completed when synergy is achieved.

Click update to save.

All objectives

Objective 1

Objective 2

○ Objective △ Key result

- Objective 1

▼ Hide alignments (2)

△ Key Result 1

△ Key Result 2

Click on **objective** or **key result** to edit.

Create **new objective**
and **key result**.

New OKR

Aug 31, 2022 | 68%

Aug 19, 2022 | 86%

Aug 22, 2022 | 50%

- Objective 2

▼ Hide alignments

Oct 31, 2022 | 0%

Click the **three dots** to edit or delete objective key result.

>>

JULES

Project Jules

OBJECTIVES

All objectives

Objective 1

Objective 2

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○ Objective

△ Key result

○ Objective 1

▼ Hide alignments (2)

△ Key Result 1

△ Key Result 2

○ Objective 2

▼ Hide alignments

Type *

● Objective

△ Key result

Parent

Select parent

Title *

Description

Aa B I ... | :≡ ≡≡

Assignee

Start typing...

Due date

There are no metadata fields

Create fields for OKR

Create and add another

Create

Create your objective title and if it should have a parent objective that has already been created.

Assign an admin of the room to this objective and select a due date.

>>

JULES

Project Jules

OBJECTIVES

All objectives

Objective 1

Objective 2

Requests

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OKR

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○ Objective

△ Key result

○ Objective 1

▼ Hide alignments (2)

△ Key Result 1

△ Key Result 2

○ Objective 2

▼ Hide alignments

Type *

○ Objective

△ Key result

Parent *

Select parent

Title *

Description

Aa B I ... | :≡ ≡≡

Progress *

—

Start value

+

—

Target value

+

Assignee

Start typing...

Due date

There are no metadata fields

Create fields for OKR

Create and add another

Create

Select the **parent objective** and create a title for this key result.

Set the **start and target value** to track progress of this result when users check in.

Update a Key Result

>>

JULES

Project Jules

RequestsData RoomPermissionsSynergiesOKRReportsSettings

D

OBJECTIVES

All objectivesObjective 1Objective 2

○ Objective△ Key result

○ Objective 1

▼ Hide alignments (2)

△ Key Result 1

△ Key Result 2

○ Objective 2

▼ Hide alignments

OKRs / Objective 1

△ Key Result 1

Description

Due date:Aug 19, 2022

Owner: Kanstantsin Husarevich

Progress86%

Start: 8 • Target: 15 • Current: 14

ObjectivesNo child objectives

Comments

Enter a comment...

Comment

Check inAdd C+

Update progress on key result by **checking in.**

Create a **child objective** to this key result.

>>

JULES

Project Jules

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Requests Overview

Requests Progress

Requests Activity

Top Active Users

Data Room Activity

Audit log

REQUESTS PROGRESS

Dates Range

2022-10-21 - 2022-10-28

Groups

All

Lists

All

Priority

All

Statuses

All

Export

REQUESTS BURNDOWN

Aggregate Values

Amount of not resolved requests

1. Integration Tasks - 114

2. Due Diligence Data Requests - 66

3. Internal Assessments - 4

114

86

57

29

0

Fri 21

Sat 22

Oct 23

Mon 24

Tue 25

Wed 26

Thu 27

Fri 28

Metrics: Absolute Numbers

Title

Views

Due Diligence Data Requests / Legal / Corporate Organization

#1 Export Control

27

Integration Tasks / Finance

#80 Credit Evaluation/Review Process

11

Due Diligence Data Requests / Legal / Real Estate

#3 All documents, contracts or agreements to which directors, officers or related entities ar...

5

Filter to compare groups and sort by data.

Export reports into Excel.

Change the metrics shown on graphs.

>>

JULES

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REQUESTS ACTIVITY

Dates Range

2022-10-21 - 2022-10-28

Groups

All

Lists

All

Priority

All

Statuses

All

Export

REQUESTS ASSIGNEES DISTRIBUTION

Metrics: Percentage

No Due Date - 21%

Overdue - 26%

Resolved - 53%

In Progress - 0%

Administrator	29%	64%	7%
External	N/A		
External Legal	N/A		
Finance	50%	50%	
HR	100%		
IT	N/A		
Legal	N/A		
Target Company	N/A		

REQUESTS ACTIVITY

Metrics: Views

Show Values

> Due Diligence Data Requests

> Integrati...

0

39

> Due Diligence Data Requests							
> Integrati...							

Track each group's requests progress.

>>

M

Audit log

 Export to Excel

Track all the way down to the **user level**. **Export reports** to Excel.

Time				m Type	Item	New value
Oct 28 02:26 AM		Hannah Delgado hannah@dealroom.net				
Oct 28 12:09 AM	Logged in	Hannah Delgado hannah@dealroom.net				
Oct 27 08:42 PM	Request is viewed	Hannah Delgado hannah@dealroom.net		request	1 Organizational Chart	
Oct 27 08:35 PM	Request is viewed	Hannah Delgado hannah@dealroom.net		request	1 Organizational Chart	
Oct 27 08:32 PM	Request is viewed	Hannah Delgado hannah@dealroom.net		request	1 Organizational Chart	
Oct 27 08:32 PM	Request is viewed	Hannah Delgado hannah@dealroom.net	Administrator	Request	1 Organizational Chart	
Oct 27 07:52 PM	Logged in	Hannah Delgado hannah@dealroom.net	Administrator			
Oct 27 05:49 PM	Logged in	Hannah Delgado hannah@dealroom.net	Administrator			
Oct 27 10:25 AM	Logged in	Hannah Delgado hannah@dealroom.net	Administrator			
Oct 26 04:23 AM	Document is viewed	Hannah Delgado hannah@dealroom.net	Administrator	Document	11 Deal Overview .pdf	
Oct 26 04:09 AM	Logged in	Hannah Delgado hannah@dealroom.net	Administrator			
Oct 26 03:25 AM	Document is viewed	Hannah Delgado hannah@dealroom.net	Administrator	Document	11 Deal Overview .pdf	
Oct 26	Document is	Hannah Delgado	Administrator	Document	11 Deal Overview .pdf	

Room Settings

>>

M

Project Jules

RequestsData RoomPermissionsOKRReportsSettings

General

Watermark

Non-disclosure agreement

Slack integration

Room template

ALL ROOMS

Statuses

Room Name*

Project Jules

Logo

Background Color

Default Menu

Requests

Administrators Default Comment

Public

Non-Administrators Default Comment

Public

☒ Show the number of documents in folders

☒ Allow members to create bulk downloads

Save

Create list keys for request sequencing (e.g. 'BUYER-100')

Enable

Reset documents and files indexes

Reset

Change the **room's name, background color, and the default request commenting setting.**

Room Settings Continued

>>

Project Jules

RequestsData RoomPermissionsOKRReportsSettings

Administrators Default CommentPublicNon-Administrators Default CommentPublic☒ Show the number of documents in folders☒ Allow members to create bulk downloadsSaveCreate list keys for request sequencing (e.g. 'BUYER-100')EnableReset documents and files indexesResetGet data usageView data usageClose roomClosing will restrict access to this room. You will be able to re-open room from deal pipeline.Delete roomDeleting will permanently remove this room and all room files and requests.

GeneralWatermarkNon-disclosure agreementSlack integrationRoom templateALL ROOMSStatuses

Create **list keys** so the value of each request starts at 1.

Close the room to freeze data and temporarily suspend access. A room can be reopened from the pipeline deal card.

Delete the room for no further access. All data will be permanently deleted.

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See all rooms

Notifications

Help

Hannah Delgado

NOTIFICATIONS

All notifications

Unread433

Oct 25, 2022

Kans Husarevich

uploaded document 2 product

Show 1 similar notification

You were invited to a new DealRoom by Kans Husarevich. You now have access to room .

Oct 24, 2022

Kans Husarevich

added request #2 req2.

Show 1 similar notification

Oct 19, 2022

User restie@dealroom.net

has been invited to group Administrator in room .

User restie@dealroom.net

has been invited to group Administrator in room .

User restie@dealroom.net

has been invited to group Administrator in room .

User restie@dealroom.net

has been invited to group Administrator in room .

User restie@dealroom.net

has been invited to group Administrator in room .

User restie@dealroom.net

has been invited to group Administrator in room .

Mark all as read

Create Announcement

All rooms

Oct 25, 2022

Kans Husarevich

uploaded document 2 product

Show 1 similar notification

You were invited to a new DealRoom by Kans Husarevich. You now have access to room .

Oct 24, 2022

Kans Husarevich

added request #2 req2.

Show 1 similar notification

Oct 19, 2022

User restie@dealroom.net

has been invited to group Administrator in room .

User restie@dealroom.net

has been invited to group Administrator in room .

User restie@dealroom.net

has been invited to group Administrator in room .

User restie@dealroom.net

has been invited to group Administrator in room .

User restie@dealroom.net

has been invited to group Administrator in room .

User restie@dealroom.net

has been invited to group Administrator in room .

Create mass notification messages (announcements). The announcement will be emailed to selected group(s).

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

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Sell Side

Project University

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Project Jules

LISTS

Assigned to me

Need my review

All Requests

Due Diligence Requests

Integration

Trash

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.

I just bookmarked a page, and it's not showing up in "My Bookmarks."

Moving a document

I uploaded 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

I need to assign Requests to a party in the DealRoom to complete, how can I do this most

Search

Filter

ReplyFilesUpdated

Oct 20

Oct 18

Oct 26

Oct 20

Jul 13

Jul 13

Jul 13

Jul 13

Jul 13

Jul 13

Jul 13

Jul 13

Jul 13

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