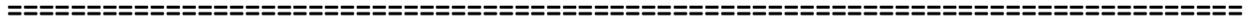


Due Diligence Enhancements - Spring 2021 Release

1. Ability to send requests to multiple Target contacts

The Due Diligence workflow has been enhanced to allow multiple Target contacts to view and submit responses based on permissions assigned to them.

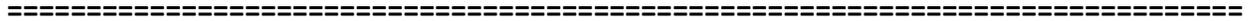


In Diligence page, Edit Contact button has been renamed to **Target Groups**.

Previous



New



Our platform automatically creates an **External Admin** group to which external contacts can be added.

 Create  Delete  Contacts View

NAME	READ	UPDATE	SUBMIT	EXPORT	IMPORT	USER MANAGEMENT	CONTACTS
External Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Doe				



The External Admin group has default permissions set as Read, Update and Submit responses, as well as import and export of all request items. They have full visibility and control over the data in the portal. These permissions cannot be edited.

TARGET GROUP PERMISSIONS

Group Name:

Read:

Update:

Submit:

Export:

Import:

User Management:

Contacts:

A Devensoft admin can decide to provide **User Management** control to external contacts to add/manage users or restrict it depending on the dynamics of the deal. User Management checkbox can be used to add/remove this control.

Create at least one external contact and add them to External Admin group. All requests can be sent to this user if needed.

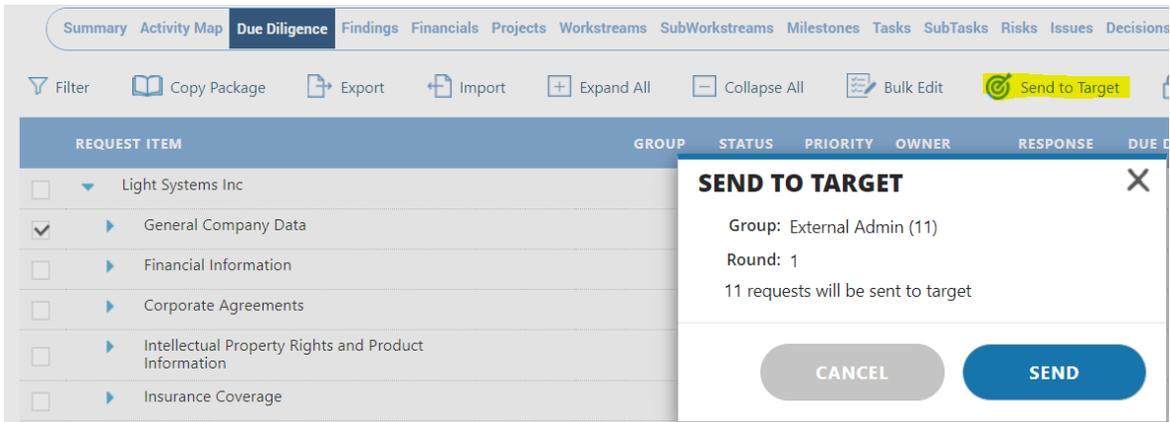
All requests are automatically assigned to the External Admin group.

REQUEST ITEM	GROUP	STATUS
All correspondence and agreements between or among the Company and	External Admin	Open
A list of options, purchase rights, and warrants issued by the Company	External Admin	Open
▼ Corporate Documents		
A list of each direct or indirect subsidiary of the Company.	External Admin	Open
Capitalization of the Company showing the number of authorized	External Admin	Open
Certificate or articles of incorporation and bylaws of the Company, or articles	External Admin	Open
Minutes of meetings of the Company's stockholders or members, board of	External Admin	Open
All agreements among stockholders or members of the Company relating to	External Admin	Open
All documents entered into with	External	-

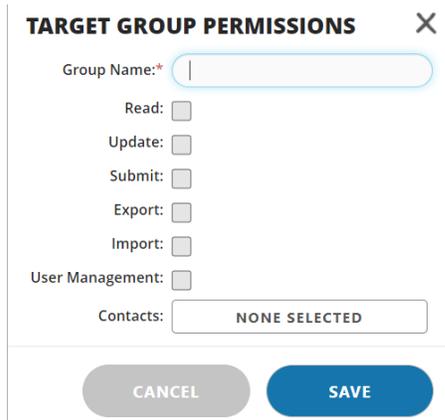
Individual requests can be assigned to a specific group by editing the group column directly. Double click on group name of a request and select a different group from drop down.

REQUEST ITEM	GROUP	STATUS	PRIORITY	OWNER
<input type="checkbox"/> Detail of capital expenditures for the last three (3) calendar years.	Finance Team	Open	<input type="checkbox"/>	
<input type="checkbox"/> ▼ Correspondence with auditors	External Admin			
<input type="checkbox"/> All correspondence between the Company and the Company's auditors	HR Team			
	Finance Team			
	Legal Team			

Select the requests ready to send and click “Send to Target” button on the page



Use the **Create** button in Groups View to add more groups as needed for Target company users. For example, HR, IT, Finance etc. Add necessary permissions only as agreed with the external admin. Permissions can be later modified by Devensoft admin or External Admin user, if User Management permission has been granted.



Switch to Contacts View to add more contacts or edit contacts



Use **Create** button to create a new contact. Add email address and first name/last name and select a group from the Groups drop down.

TARGET CONTACT DETAIL ✕

Email:*

Name:*

Groups:

Inactive:

CANCEL
SAVE

Once all contacts and groups are created, the view will be as below.

	NAME	READ	UPDATE	SUBMIT	EXPORT	IMPORT	USER MANAGEMENT	CONTACTS
<input type="checkbox"/>	External Admin	<input checked="" type="checkbox"/>	John Doe					
<input type="checkbox"/>	HR Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HR User
<input type="checkbox"/>	Finance Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finance User
<input type="checkbox"/>	Legal Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal User

To associate certain requests or categories or entire Functional area to a specific external group, select the questions and click **Bulk Edit** button. Update Group name in Bulk Edit popup to appropriate name and save.

Summary Activity Map **Due Diligence** Findings Financials Projects Workstreams SubWorkstreams Milestones Tasks SubTasks Risks Issues Decisions TSAs Notes Statuses Stream Documents Score Ranking Team Report

Filter Copy Package Export Import Expand All Collapse All Bulk Edit

REQUEST ITEM	GROUP	STATUS	PRIORITY	OWNER
<input type="checkbox"/> Litigation History and Agreements				
<input type="checkbox"/> Employees and Human Resources				
<input checked="" type="checkbox"/> Benefits				
<input checked="" type="checkbox"/> Copies of each Employee Benefit Plan and any related trust, insurance policy,	External Admin	Open		
<input checked="" type="checkbox"/> For each benefit plan, the most recent favorable determination letter or tax	External Admin	Open		
<input checked="" type="checkbox"/> For each benefit plan, all applications for IRS determination or tax-	External Admin	Open		

BULK EDIT ✕

Owner Name:

Priority:

Status:

Due Date:

Group:

(Applies only to open requests)

The requests will be updated to selected group, HR team in this example.

REQUEST ITEM	GROUP	STATUS
▶ Litigation History and Agreements		
▼ Employees and Human Resources		
▼ Benefits		
Copies of each Employee Benefit Plan and any related trust, insurance policy,	HR Team	Open
For each benefit plan, the most recent favorable determination letter or tax	HR Team	Open
For each benefit plan, all applications for IRS determination or tax-	HR Team	Open

Update all requests as necessary if sending to different group or keep it as external admin.

Select all requests ready to be sent and click “Send to Target” button.

SEND TO TARGET ✕

Group: External Admin (3), HR Team (7)

Round: 1

10 requests will be sent to target

CANCEL
SEND

Contacts can be deactivated if required to prevent access for each user by checking “Inactive” checkbox

Requests can be filtered by Groups assigned by using Group filter.

Filter
 Copy Package
 Export
 Import
 Expand All
 Collapse All
 Bulk Edit

Function

Round

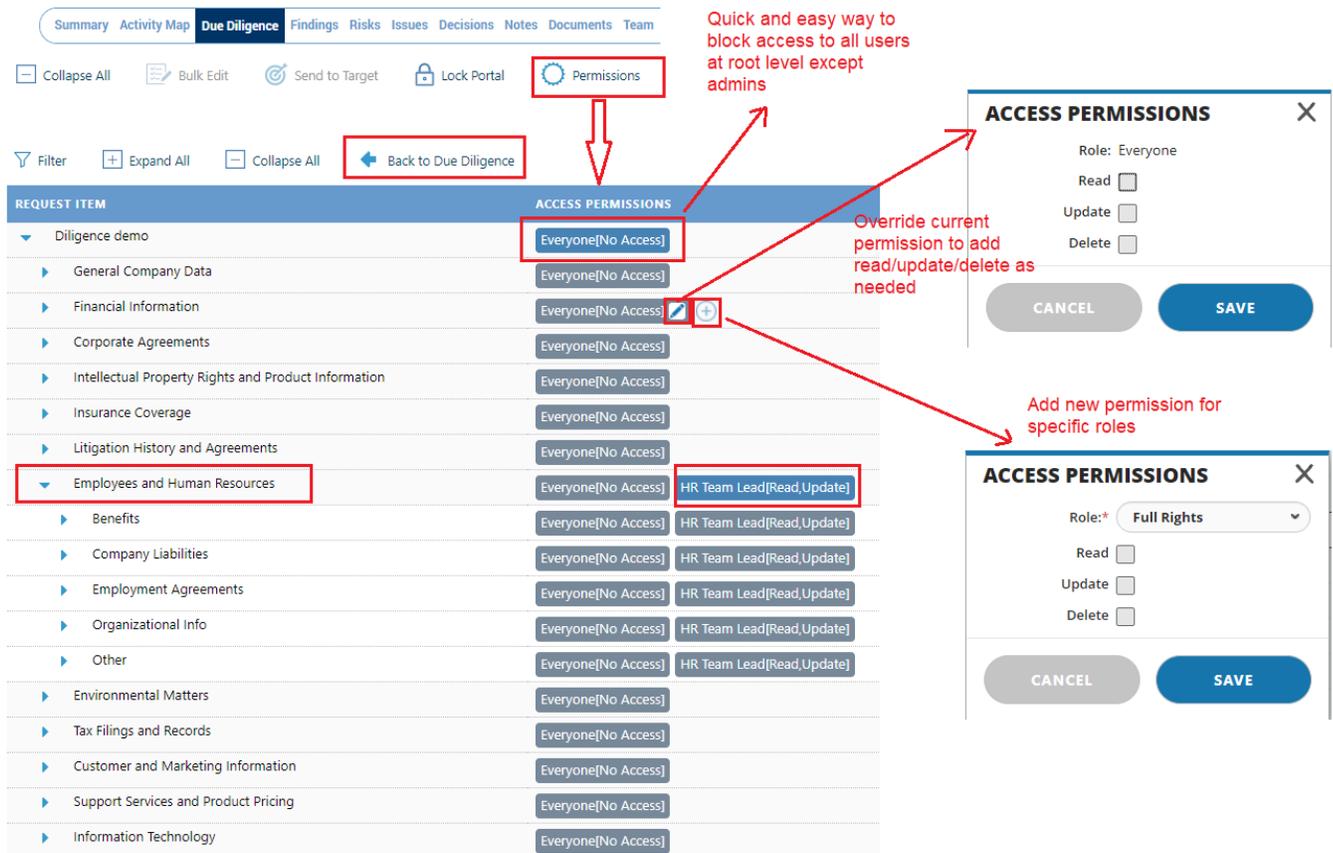
Submitted Date (Range)

Group

Priority

2. Ability to restrict access for internal team

Access permissions within diligence can now be controlled and restricted based on confidentiality and sensitivity of the requests and responses and related data, such as Findings and Documents. Devensoft has introduced the ability to manage the visibility to certain categories efficiently without worrying about security and compliance.



Quick and easy way to block access to all users at root level except admins

Override current permission to add read/update/delete as needed

Add new permission for specific roles

REQUEST ITEM	ACCESS PERMISSIONS
Diligence demo	Everyone[No Access]
General Company Data	Everyone[No Access]
Financial Information	Everyone[No Access]
Corporate Agreements	Everyone[No Access]
Intellectual Property Rights and Product Information	Everyone[No Access]
Insurance Coverage	Everyone[No Access]
Litigation History and Agreements	Everyone[No Access]
Employees and Human Resources	Everyone[No Access] HR Team Lead[Read,Update]
Benefits	Everyone[No Access] HR Team Lead[Read,Update]
Company Liabilities	Everyone[No Access] HR Team Lead[Read,Update]
Employment Agreements	Everyone[No Access] HR Team Lead[Read,Update]
Organizational Info	Everyone[No Access] HR Team Lead[Read,Update]
Other	Everyone[No Access] HR Team Lead[Read,Update]
Environmental Matters	Everyone[No Access]
Tax Filings and Records	Everyone[No Access]
Customer and Marketing Information	Everyone[No Access]
Support Services and Product Pricing	Everyone[No Access]
Information Technology	Everyone[No Access]

ACCESS PERMISSIONS

Role: Everyone

Read

Update

Delete

CANCEL SAVE

ACCESS PERMISSIONS

Role: Full Rights

Read

Update

Delete

CANCEL SAVE

Permissions can be managed from the root level which will be inherited by all child items below. It can also be restricted only to certain categories instead of the root level.

Use the Permissions button in Diligence page to manage/add permissions for your internal team. Start adding permissions by selecting the “+” icon under Access Permissions column for the Target level to Create a new permission. Select “Everyone” for role and do not check the boxes for Read, Update or Delete and save.

ACCESS PERMISSIONS X

Role:* Everyone v

Read

Update

Delete

CANCEL **SAVE**

Now, permissions have been restricted for everyone to the entire diligence request list. The functions and categories have inherited the same access.

ACCESS PERMISSIONS

Everyone[No Access]

Individual access can be overridden at any child level below. For example, General Company Data can be given read access to everyone by choosing to override the permission. Hover the mouse over a specific Function's Access permission and click "Edit" pencil. Check the box for Read and save. You can only override the access but not change/modify role in this popup.

ACCESS PERMISSIONS X

Role: Everyone

Read

Update

Delete

CANCEL **SAVE**

Review each functional area and categories and determine access permissions required and add as needed or override parent permission. To add new permission for a role, click “+” icon next to parent access “Everyone [No Access]” and select a role.

ACCESS PERMISSIONS ✕

Role:* HR Team ▼

Read

Update

Delete

CANCEL
SAVE

Financial Information can be given access to Finance team, Human Resources can be given permission to HR team etc.

REQUEST ITEM	ACCESS PERMISSIONS
▼ Light Systems Inc	Everyone[No Access]
▶ General Company Data	Everyone[Read]
▶ Financial Information	Everyone[No Access] + Finance Team[Read,Update,Delete]
▶ Corporate Agreements	Everyone[No Access]
▶ Intellectual Property Rights and Product Information	Everyone[No Access]
▶ Insurance Coverage	Everyone[No Access]
▶ Litigation History and Agreements	Everyone[No Access]
▼ Employees and Human Resources	Everyone[No Access] + HR Team[Read,Update]

Once permissions have been added for entire request list, use “Back to Due Diligence” button to see the request list.

Summary
Activity Map
Due Diligence

Filter
 Expand All
 Collapse All
 Back to Due Diligence

Access Permissions are visible in detail page of Function, Category and Requests under Access Permissions section at the bottom of the page.

Function Details

 Delete

Function: Financial Information

Owner:

▶ Category 5 Total

▶ Findings 0 Total

▼ Access Permissions

 Create

ROLE	READ	UPDATE	DELETE
Everyone (inherited)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Permissions that are created at Function, Category or Requests applies to responses received from external users and comments, documents, and findings.

Request Item Details

 Delete

 Send To Target

Request: All correspondence and agreements between or among the Company and the directors or officers of the Company relating to indemnity, employment, loans, or advances.

Group: Finance Team

Function: General Company Data

Category: Agreements and Options

Owner:

Due Date:

▶ Response

▶ Comments 0 Total

▶ Attachments 1 Total

▶ Findings 0 Total

▼ Access Permissions

 Create

ROLE	READ	UPDATE	DELETE
Everyone (inherited)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance Team (inherited)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Create			
<input type="checkbox"/>	Name	Email	Groups
<input type="checkbox"/>	HR User	hrteam@devensoft.com	HR Team
<input type="checkbox"/>	Finance User	accounting@devensoft.com	Finance Team
<input type="checkbox"/>	Legal User	legal@devensoft.com	Legal Team
<input type="checkbox"/>	John Williams	npmktg@outlook.com	External Admin
<input type="checkbox"/>	Padma S	psoundararajan@devensoft.com	External Admin

Admins can create new groups and users using **“Create”** button.

Add New Group ×

Group Name *

Read

Update

Submit

Export

Import

User Management

Contacts

Add New User ×

First Name *

Last Name *

Email *

Groups

Inactive

Using the navigation on the left, select specific function or category to display the requests. Use status filter to see Open requests and select the check box at the top to select all filtered items. Change group by selecting a group name from the drop down and assign multiple requests to appropriate team.

The screenshot shows a software interface with a navigation menu on the left and a summary bar at the top. The summary bar displays 'Total 10', 'Open 10', and 'In Progress'. The navigation menu includes 'All', 'General Company Data', 'Employees and Human Res...', and 'Benefits'.

The screenshot shows a software interface with a navigation menu on the left and a list of requests. A 'Change Group' dropdown menu is open, showing options: 'External Admin', 'HR Team', 'Finance Team', and 'Legal Team'. The list includes a request for 'Copies of each Employee' and another for 'For each benefit plan...'. The status bar shows 'Open' and '0 Attachments'.

After requests have been re-assigned to specific groups, group name is displayed below each request.

The screenshot shows two request cards. The first card is for 'A list of each direct or indirect subsidiary of the Company' and is assigned to the 'Finance Team'. The second card is for 'Capitalization of the Company' and is assigned to the 'Legal Team'.

Users will get email notification there are requests assigned to the user's group.

When team members login, they will only see specific request assigned to them and not have access everything an admin can see.

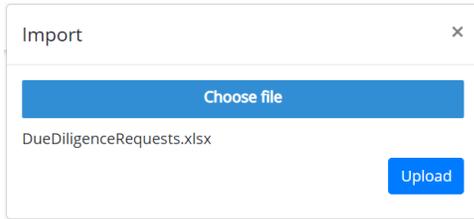


Users can add responses to the requests, attach documents and save. They may or may not be able to submit responses depending on the permissions given. Once responses are added, status is automatically changed to "In Progress" and ready to submit.



Review all requests by clicking through the next icon (">") and add responses.

Alternatively, user can export their requests and add responses in excel file and import into the portal.



Once all responses are entered by team members, it can be reviewed by legal team or admin and then submitted to Buyer.