



# *DMS Digital Dataroom - manual*

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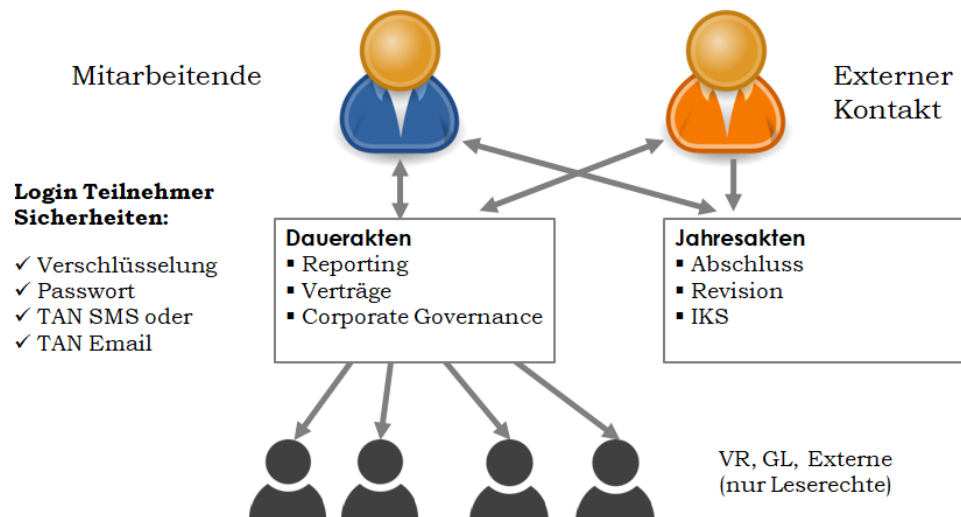
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## 1 DMS overview

In the DMS system, employees as well as external contacts record documents, these documents are stored in the work processes or directly into the Digital Dataroom. The DMS system meets the highest safety requirements.

The structure of the filing is given and the users distinguish at the customer level only between permanent and yearly files. The DMS design ensures that the documents are automatically deposited and found in the right place. In addition, the permanent files can be given to external third parties for viewing.

### 1.1 DMS on customer level



### 1.2 Secure exchange of documents

- Employees of the company
- External contacts with "File upload rights"
- External contacts with "reading rights"

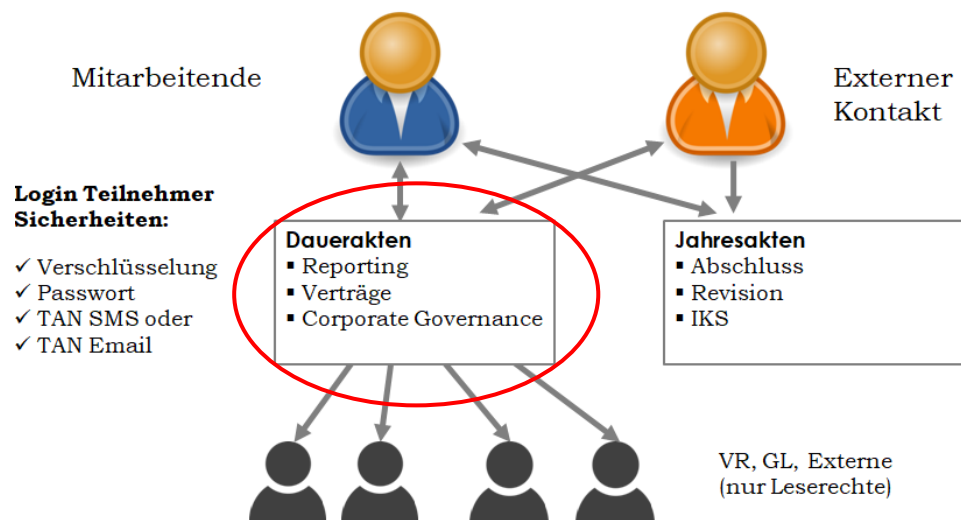
The DMS module is fully integrated, the employees and the external contacts import documents in the processes. The filing is clearly structured so that the documents are clearly stored and found.

In addition, the data can be saved locally as needed as a ZIP file.

## 2 Digital Dataroom - Duration files

We can upload documents to the cloud that are visible to other internal and external users with the appropriate authorization (Digital Dataroom).

- employees
- External contacts with "File upload" rights
- External contacts with "reading rights"



## 2.1 employees

The permanent files can be found under the customer in the "Digital Dataroom" tab, divided into reporting, contracts and corporate governance.

**Kundeneintrag** Muster AG, 8000 Zürich

**DOCshare - Digital Dataroom**

Reporting Verträge Corporate Governance Alle Dokumente

Filter: Alle Dokumente Filter: x

| Bezeichnung                                    | Beschreibung  | Datei  |
|--|---|--------|
| Budget of the balance sheet / income statement | Budget 2020...<br>Letzte Mutation: 13.03.2019 durch Digital Dataroom                                      | 21 KB  |
| DCF 2020                                       | Bewertung DCF der Muster AG<br>2. Zeile<br>3. Zeile<br>Letzte Mutation: 06.06.2018 durch Dieter Busenhart | 276 KB |
| Budget der Bilanz/Erfolgsrechnung              | Letzte Mutation durch Heinz Muster  |        |

Beispiele

| Beispiele   | Priorität |
|---|-----------|
| Jahresrechnung  | A         |
| Steuerliche Informationen                                     | A         |
| Unternehmensbewertungen, Analytik, IKS                        | A         |
| Anlagespiegel (Ausweisung Stiller Reserven)                   | B         |
| Aufstellung: Forderungen aus Lieferungen und Leistungen       | B         |
| Aufstellung: Verbindlichkeiten aus Lieferungen und Leistungen | B         |
| Budget der Bilanz/Erfolgsrechnung                             | B         |
| Liste geplanter Investitionen                                 | C         |
| Planung der Liquidität  | C         |

To hover a document, click on an example lower list **1** or on "New Document" **2**.

You drag one or more documents into the cloud or you click in the cloud to select the files via the exporter.

Then enter a supplementary description.


KMUaudit - Administration - Mozilla Firefox

https://kmuaudit.ch/docshare\_edit.asp

**DOCshare - Digital Dataroom**

Eintrag für: Reporting

Titel: Jahresrechnung

Dokument:  Datei für Upload auswählen oder ziehen und ablegen.

Beschreibung:

Eintrag erstellen Abbrechen

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## 2.2 External contacts

External "DOCshare contacts" log in and click on permanent files.

External contacts with "File upload" rights can upload documents and delete or supplement their own documents.

| Bezeichnung                                    | Beschreibung  | Datei  |
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| Budget of the balance sheet / income statement | Budget 2020...<br>Letzte Mutation: <b>13.03.2019</b> durch <b>Digital Dataroom</b>                                      | 21 KB  |
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| Bezeichnung   | Priorität |
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| Budget der Bilanz/Erfolgsrechnung                             | B         |
| Liste geplanter Investitionen                                 | C         |
| Planung der Liquidität  | C         |

See external contacts without "File upload" rights However, documents can not be added or deleted.

This may apply to directors, senior management or external M & A prospects who have signed an NDA. You can create NDA directly from the system.

### 3 Digital Dataroom - Annual Records

#### 3.1 employees

The year files can be found among the customers. You click on "Completion Revision" and then on "Digital Dataroom".

The screenshot shows the DOCshare - Digital Dataroom interface for Muster AG, 8000 Zürich. The interface is in German and displays a table of documents under the heading "Forderungen aus Lieferung/Leistungen". The table has columns for "Bezeichnung", "Beschreibung", and "Datei". A red circle highlights the "Digital Dataroom" menu item in the left sidebar. A red box highlights the "Alle Dokumente" button in the top right corner. A red box with a "1" highlights a list of account options for uploading a document, including "Flüssige Mittel", "Forderungen aus Lieferung/Leistungen", "Übrige kurzfristige Forderungen", "Aktive Rechnungsabgrenzung", "Vorräte, nicht fakt. Leistungen", "Finanzanlagen", "Sachanlagen", and "Immaterielle Anlagen".

To upload a document, click on an example below list 1 or on "New document". The process for uploading is always the same.

If employees upload documents in the "Final Checklist" or in the "Revision", they are automatically listed in the Digital Dataroom under the corresponding heading in the Assets, Liabilities or Income Statement.

## 3.2 External contact - Annual records

A DOCshare contact with the appropriate rights can upload the annual files. The data room is subdivided into assets, liabilities and profit and loss account according to the annual financial statements. In addition, additional documents can be uploaded.

The DOCshare contact only sees "annual documents" as "own documents".

If the DOCshare user imports documents during a digital interview (completion, revision or ICS), these are automatically listed in the respective sections of the annual files.

In the following example, the external contact sees the documents which he has uploaded to the "Checklist Financial Statements - Surveys" **1**.

The screenshot shows the DMS Digital Dataroom interface. At the top, there is a header with the logo for 'KMU audit' and 'Testumgebung AG' (Im Ifang 16, 8307 Effretikon, Tel +41 52 740 11 11). To the right, it shows 'Workspace MB 51 / 100' and 'Sprache DE'. The user 'Heinz Muster' is logged in. A red circle highlights the 'DOCshare' button in the top navigation bar. Below the navigation bar, the main content area is titled 'Digital Dataroom - Jahresakten' and shows the 'Aktiven' tab selected. The interface displays a list of documents under the heading 'Forderungen aus Lieferung/Leistungen'. The documents listed are:

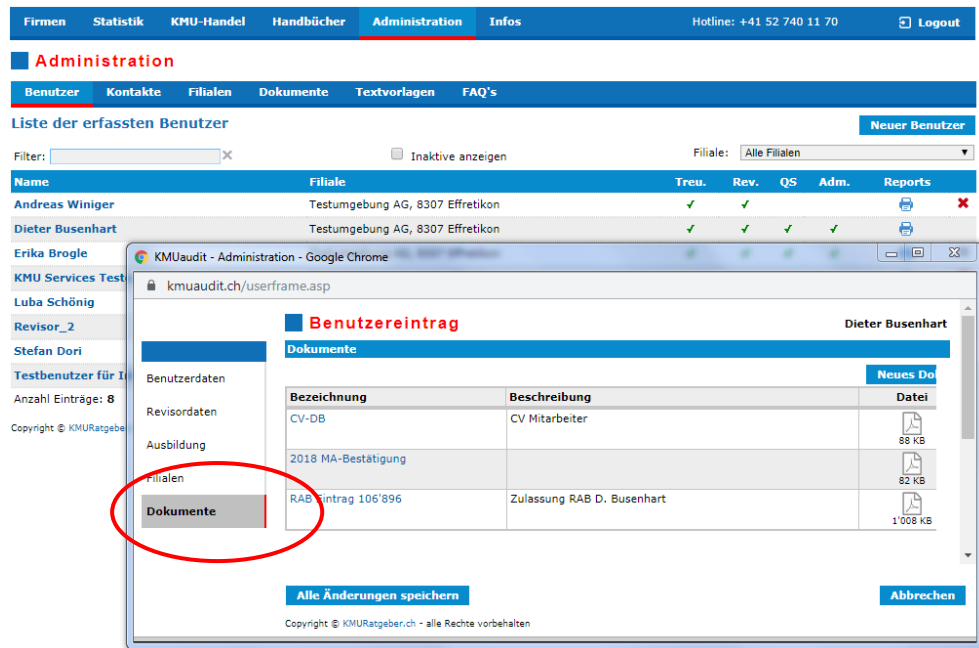
| Bezeichnung  | Beschreibung                                  | Datei |
|--|---|-------|
| <b>Checkliste Abschluss - Bilanzpositionen - Befragungen</b> |   |       |
| Debitorenliste.pdf   | Hochgeladen am: 18.09.2019 durch Heinz Muster |       |
| Übersicht Debitoren.xlsx                                     | Hochgeladen am: 18.09.2019 durch Heinz Muster |       |
| <b>Vorräte, nicht fakt. Leistungen</b>                       |   |       |
| <b>Checkliste Abschluss - Bilanzpositionen - Befragungen</b> |   |       |
| Liste-Inventar-1.xlsx  | Hochgeladen am: 18.09.2019 durch Heinz Muster |       |

Below the document list, there is a section titled 'Wählen Sie bitte das Konto aus wofür Sie ein Dokument hochladen möchten:' with a list of account types: Flüssige Mittel, Forderungen aus Lieferung/Leistungen, Übrige kurzfristige Forderungen, Aktive Rechnungsabgrenzung, Vorräte, nicht fakt. Leistungen, Finanzanlagen, Sachanlagen, and Immaterielle Anlagen.

## 4 Digital Dataroom – Administration

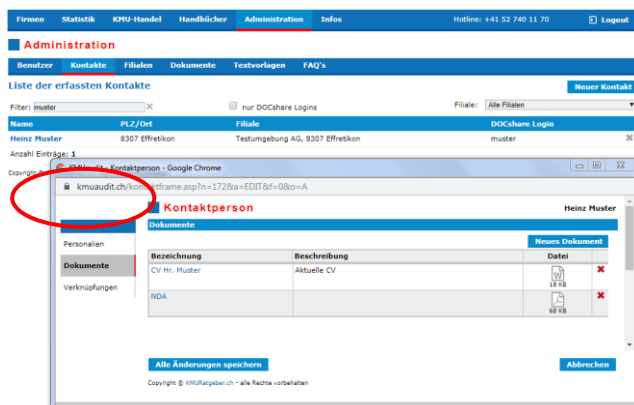
### 4.1 Staff

The employee documents can be found under "Administration" and "User". Click on the "Name" and then on and then on "Documents". Here you can import employees' documents such as CV, contracts, confidentiality confirmations, etc.



### 4.2 Contact

The contact documents can be found under "Administration" and "Contacts". Click on the "Name" and then on and then on "Documents". Here you can import documents of contacts.





## 4.3 Branches

The branches documents can be found under "Administration" and "Branches". Click on the "name" and then on and then on "documents". Here you can import documents of the branches.

The screenshot shows the 'Filiale' management interface. The main content area is titled 'Filiale' and lists branches. A specific branch, 'Testumgebung AG, 8307 Effretikon', is selected, and its 'Dokumente' (Documents) section is displayed. The document table is as follows:

| Bezeichnung   | Beschreibung        | Datei  |   |
|---------------|---------------------|--------|---|
| ISO 9001:2015 | Handbuch Zertifikat | 499 KB | ✖ |
| RAB Zulassung |                     | 26 KB  | ✖ |

Buttons for 'Alle Änderungen speichern' (Save all changes) and 'Abbrechen' (Cancel) are located at the bottom of the document table. The footer of the page contains the following information:

KMU Ratgeber AG Im Ifang 16 CH-8307 Effretikon  
+41 52 740 11 11  
Info@kmuratgeber.ch

## 5 Backup Digital Dataroom

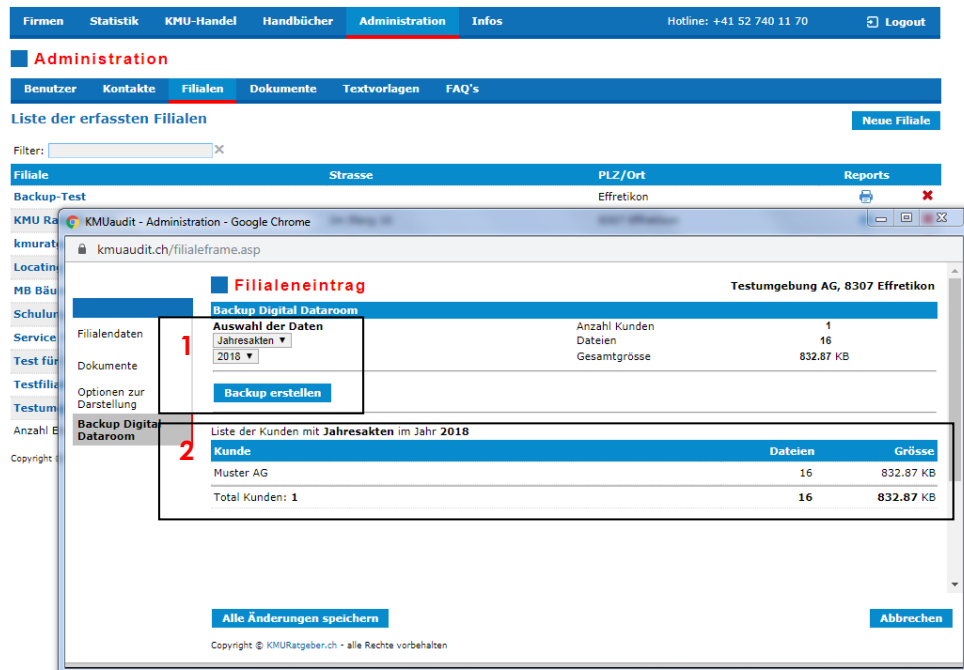
The DMS system meets the highest safety requirements and is operated on mirrored systems. In addition, the data is backed up daily.

Because the data is sensitive, you can back up and save the file locally as a ZIP file as needed. With the Backup Digital Dataroom, we distinguish between annual and permanent files.

You will find the backup under "Administration" and "Backup Digital Dataroom".

Click on Selection of data "Annual files" + "Year" **1** below which you will see a customer list **2** of the branch.

Click on "Create backup" to have the system create a zip-file, which you can then save locally.



For the duration files, select under **3** "Duration files"

and create a backup. The process is then the same as in the annual files..

