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.

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

Previous

Edit Contact

New

Target Groups

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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	☑	☑	☑	☑	☑	☐	John Doe

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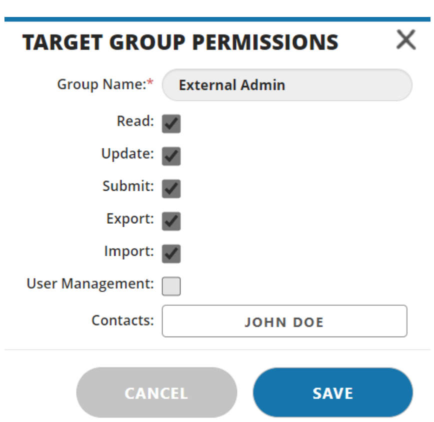
The External Admin group has default permissions set as Read, Update and Submit responses, as well as import and export of all request items. They have full visibility and control over the data in the portal. These permissions cannot be edited.



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.

Al 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	-

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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
Detail of capital expenditures for the last three (3) calendar years.	Finance Team	Open		
Correspondence with auditors	External Admin HR Team Finance Team Legal Team			
All correspondence between the Company and the Company's auditors				

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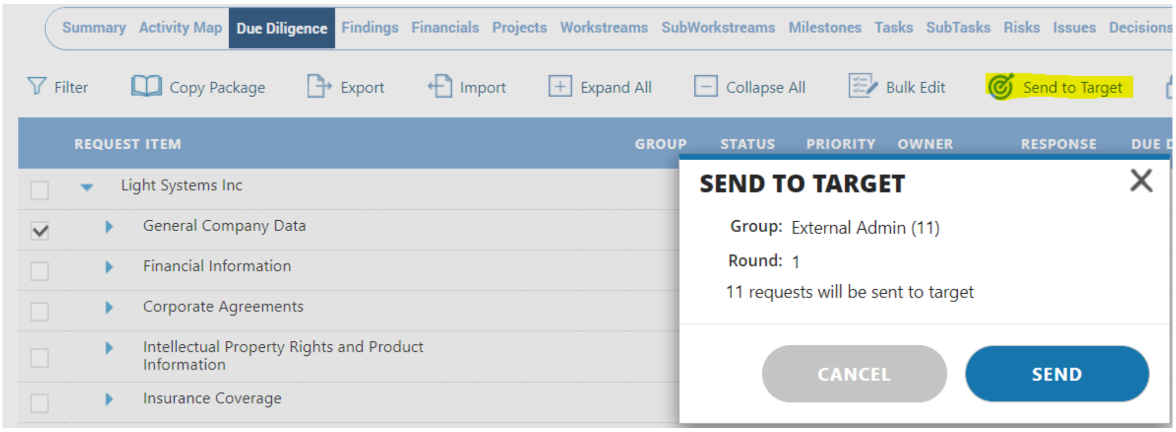
Select the requests ready to send and click “Send to Target” button on the page



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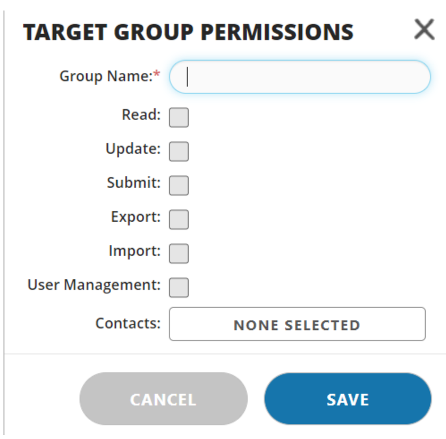
Use the **Create** button in Groups View to add more groups as needed for Target company users. For example, HR, IT, Finance etc. Add necessary permissions only as agreed with the external admin. Permissions can be later modified by Devensoft admin or External Admin user, if User Management permission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



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Switch to Contacts View to add more contacts or edit contacts

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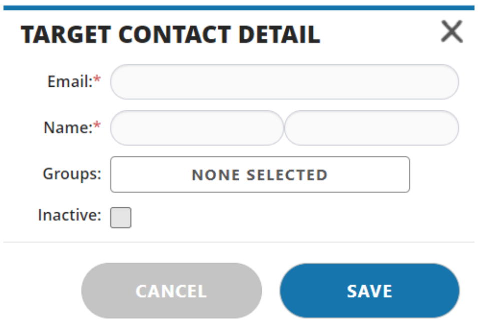
Use **Create** button to create a new contact. Add email address and first name/last name and select a group from the Groups drop down.



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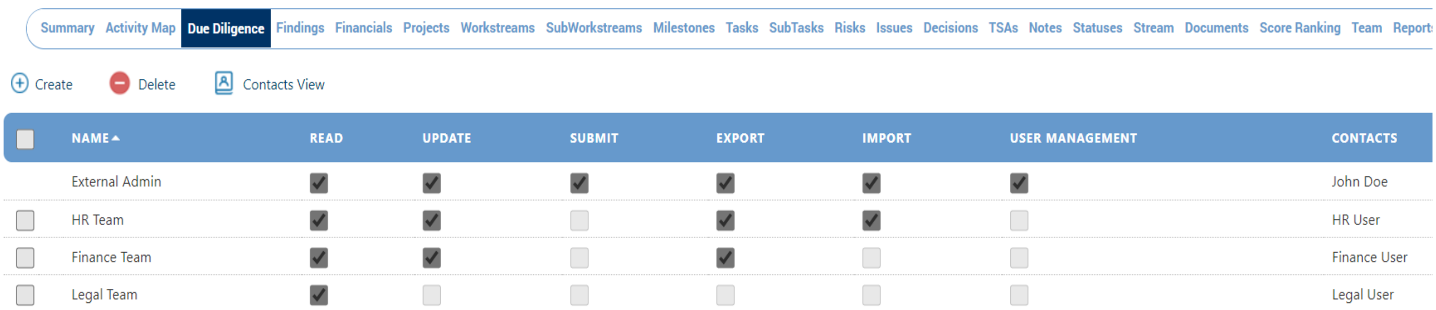
Once all contacts and groups are created, the view will be as below.



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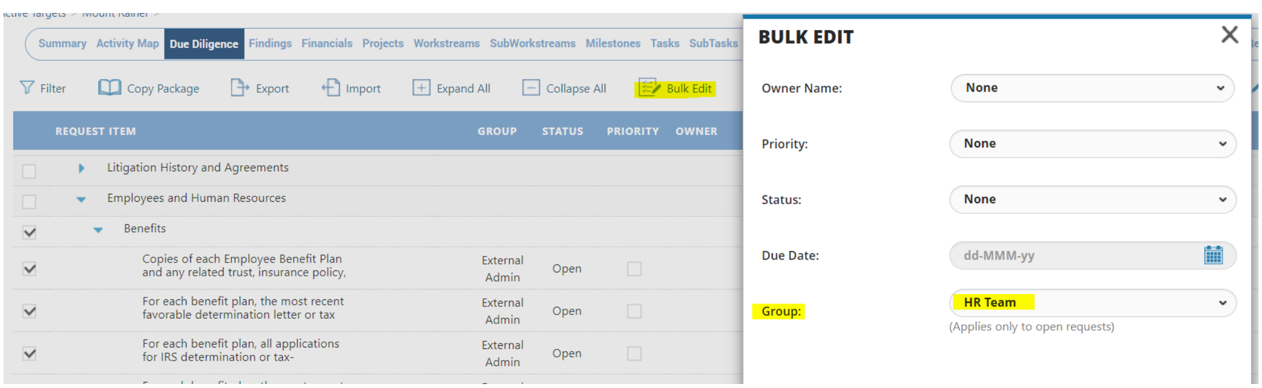
To associate certain requests or categories or entire Functional area to a specific external group, select the questions and click **Bulk Edit** button. Update Group name in Bulk Edit popup to appropriate name and save.



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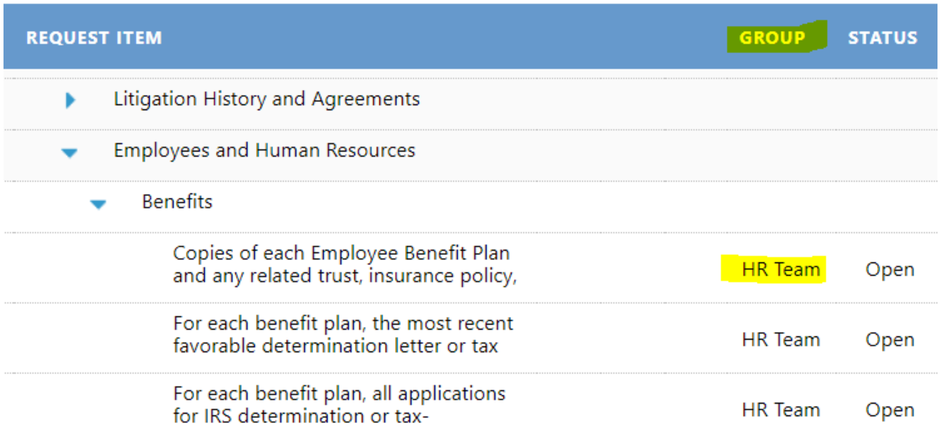
The requests will be updated to selected group, HR team in this example.



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

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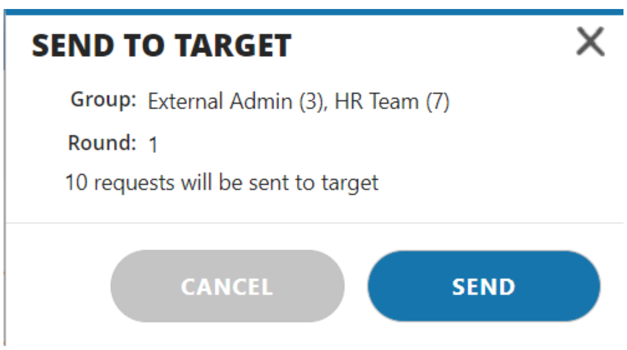
Update all requests as necessary if sending to different group or keep it as external admin.

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



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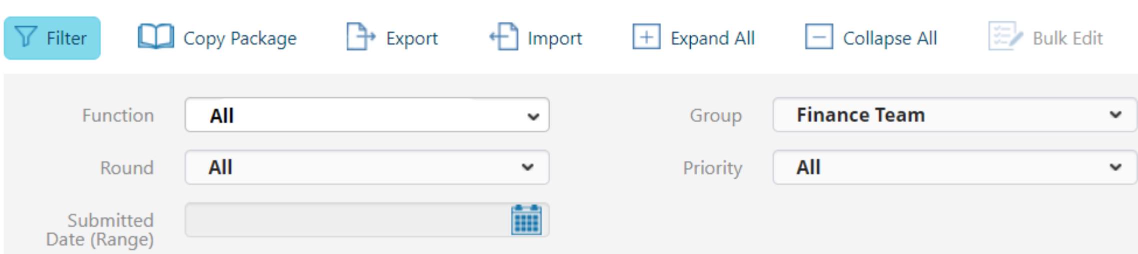
Contacts can be deactivated if required to prevent access for each user by checking “Inactive” checkbox

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



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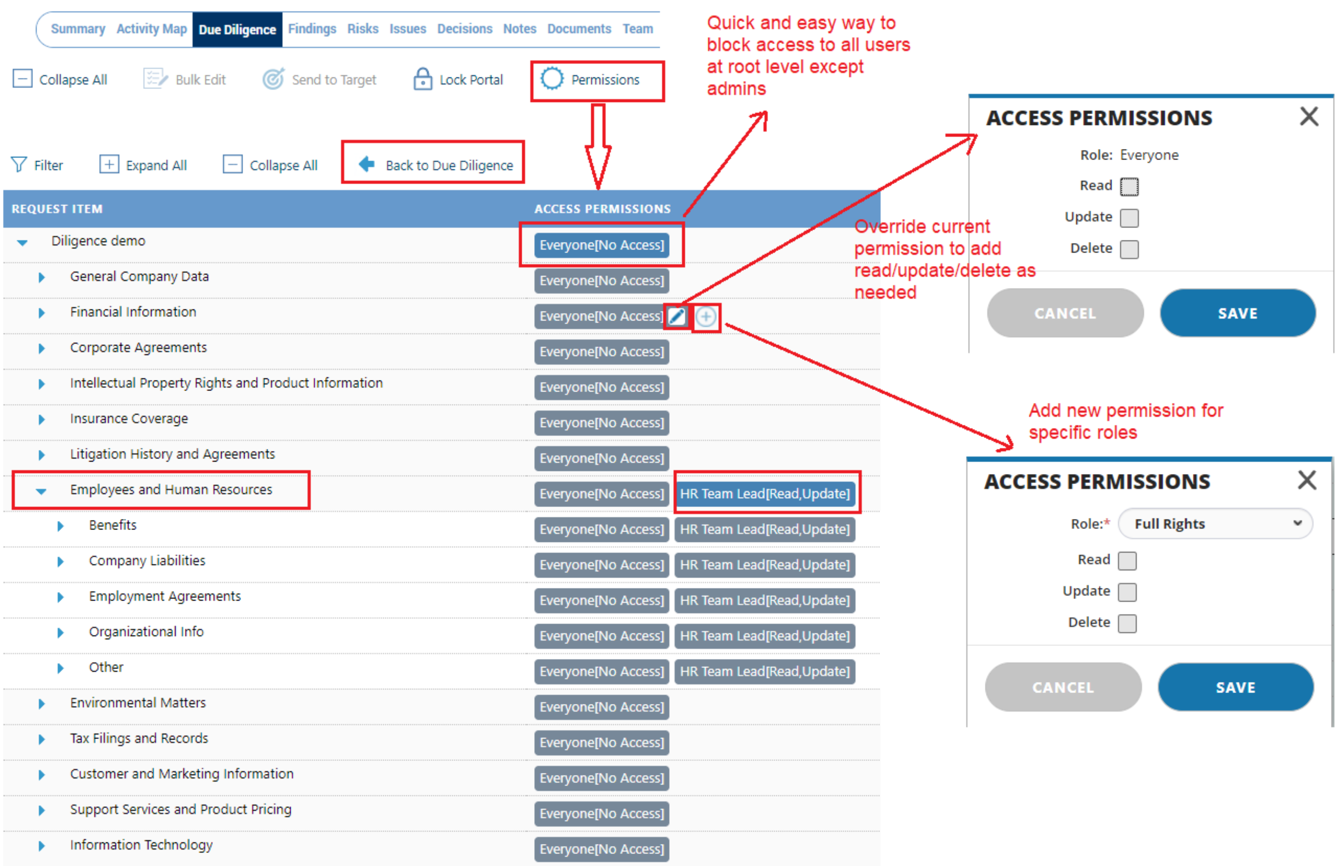
2. Ability to restrict access for internal team

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.



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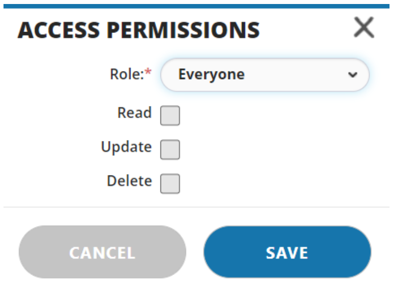
Permissions can be managed from the root level which will be inherited by all child items below. It can also be restricted only to certain categories instead of the root level.

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.



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

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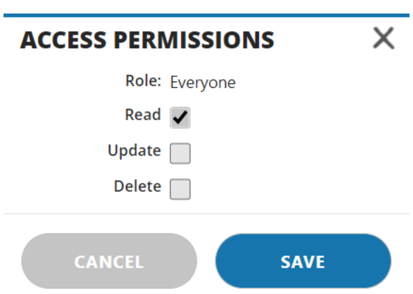
Individual access can be overridden at any child level below. For example, General Company Data can be given read access to everyone by choosing to override the permission. Hover the mouse over a specific Function’s Access permission and click “Edit” pencil. Check the box for Read and save. You can only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



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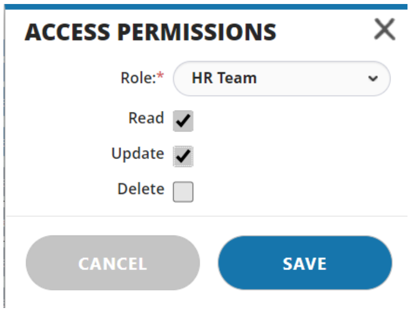
Review each functional area and categories and determine access permissions required and add as needed or override parent permission. To add new permission for a role, click **"+"** icon next to parent access "Everyone [No Access]" and select a role.



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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]

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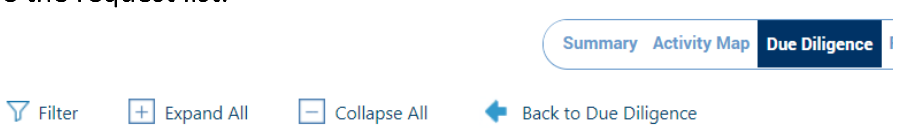
Once permissions have been added for entire request list, use "Back to Due Diligence" button to see the request list.



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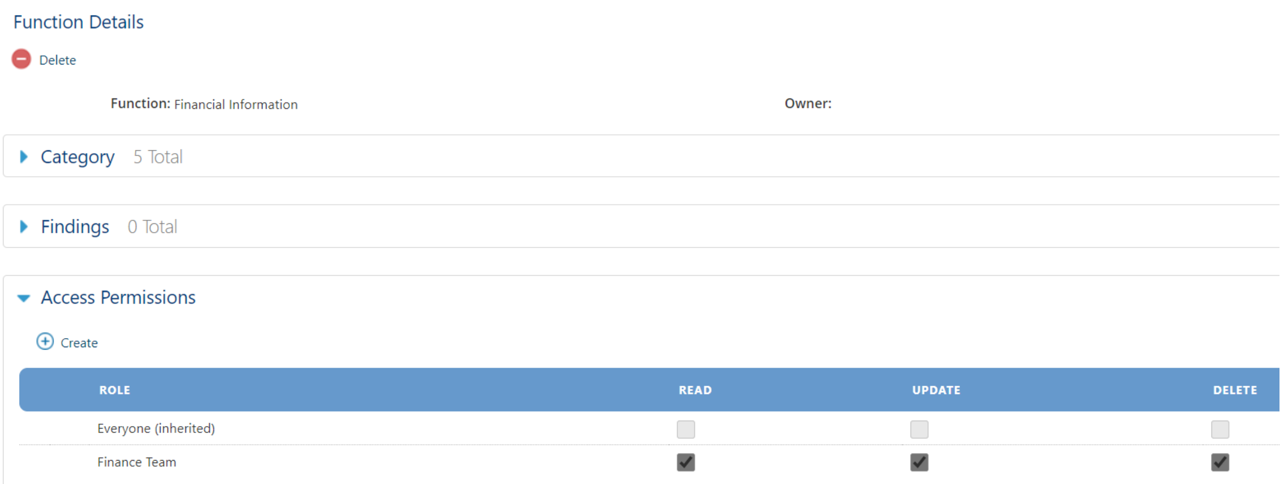
Access Permissions are visible in detail page of Function, Category and Requests under Access Permissions section at the bottom of the page.



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

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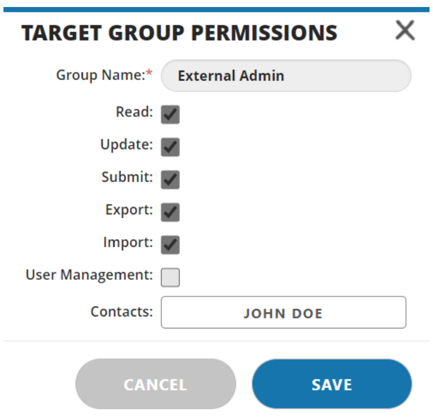
3. Ability to manage users and permissions in external target portal.

We have added the User Management feature to Diligence that can be available for both internal admins and external admins in the Target portal. When creating groups, User Management privilege can be given to admins or to legal teams of target company so they can easily manage, add users who can quickly get the responses ready without any delay. The external admin can control access to all or certain request list items.

Devensoft admins can add this ability via “**User Management**” checkbox in Target group permissions popup.



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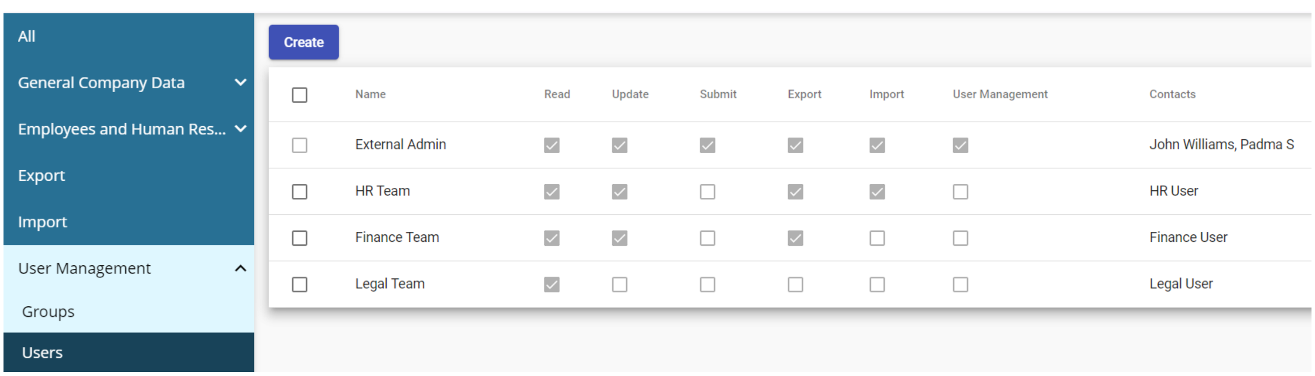
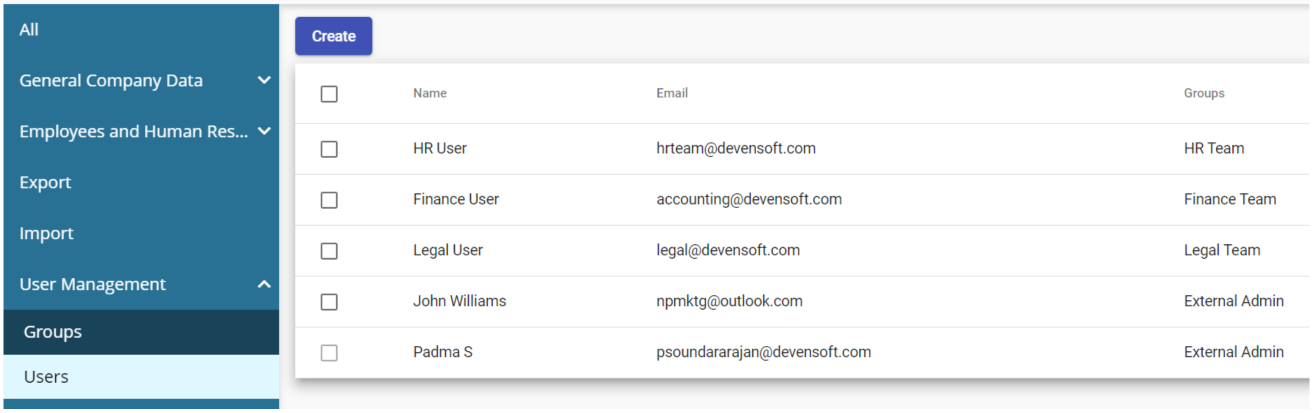
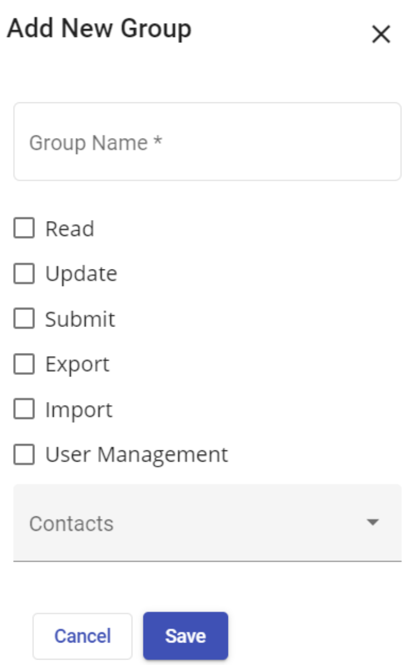
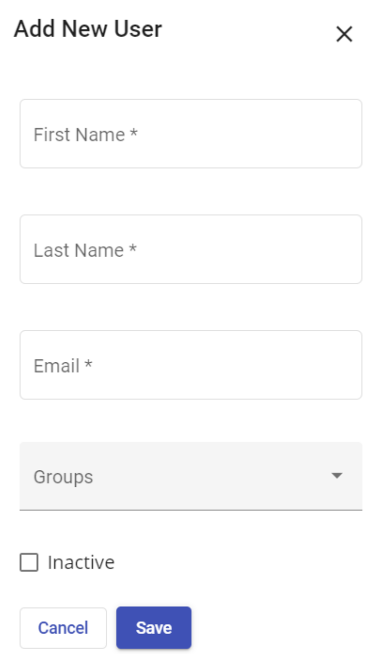
In the target portal, external admin will see the same teams and users created in diligence page by Devensoft admin.



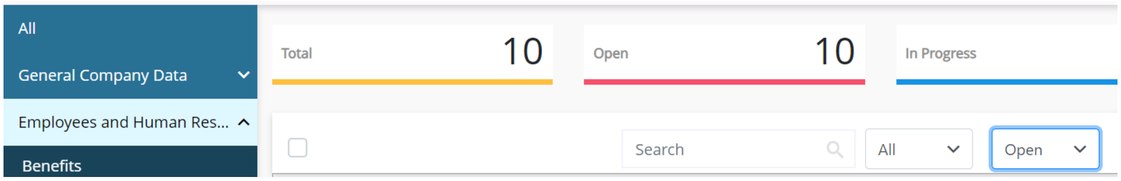


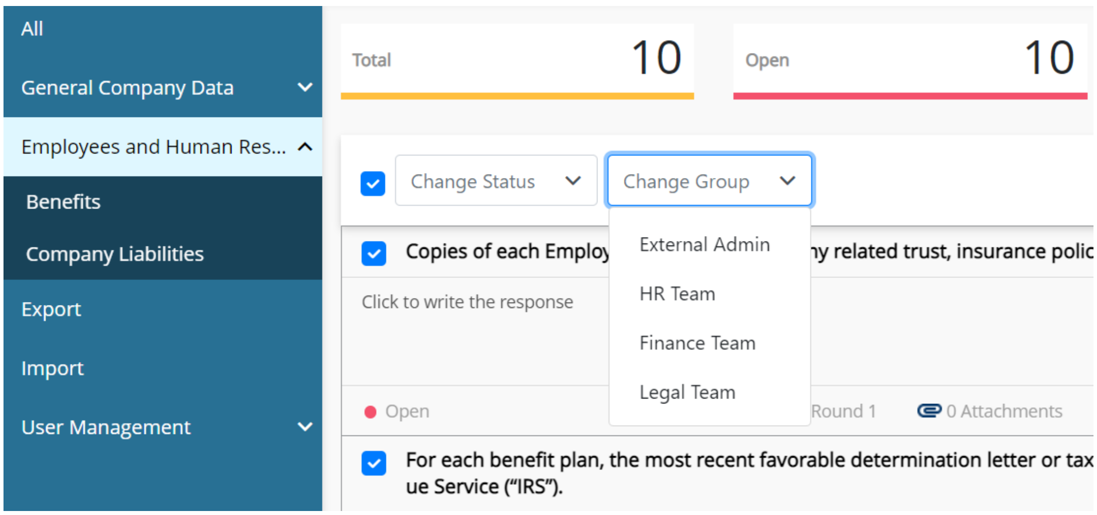
Admins can create new groups and users using “**Create**” button.





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.





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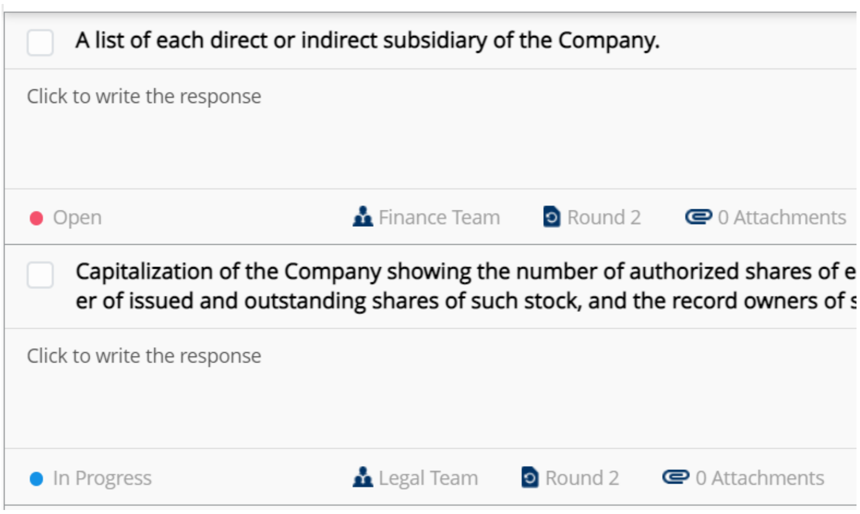
After requests have been re-assigned to specific groups, group name is displayed below each request.



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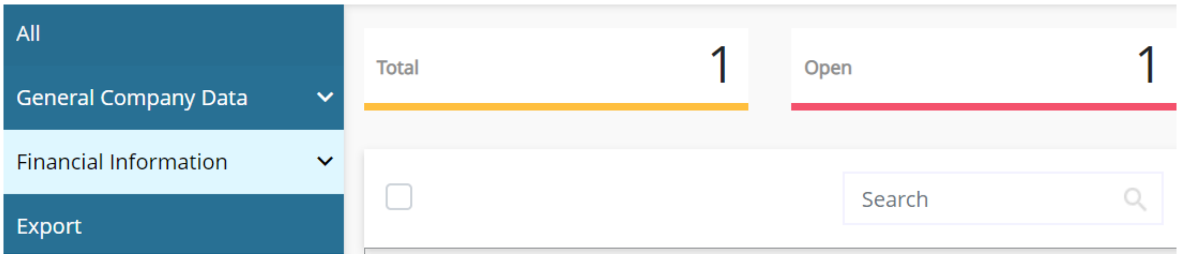
Users will get email notification there are requests assigned to the user's group.

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



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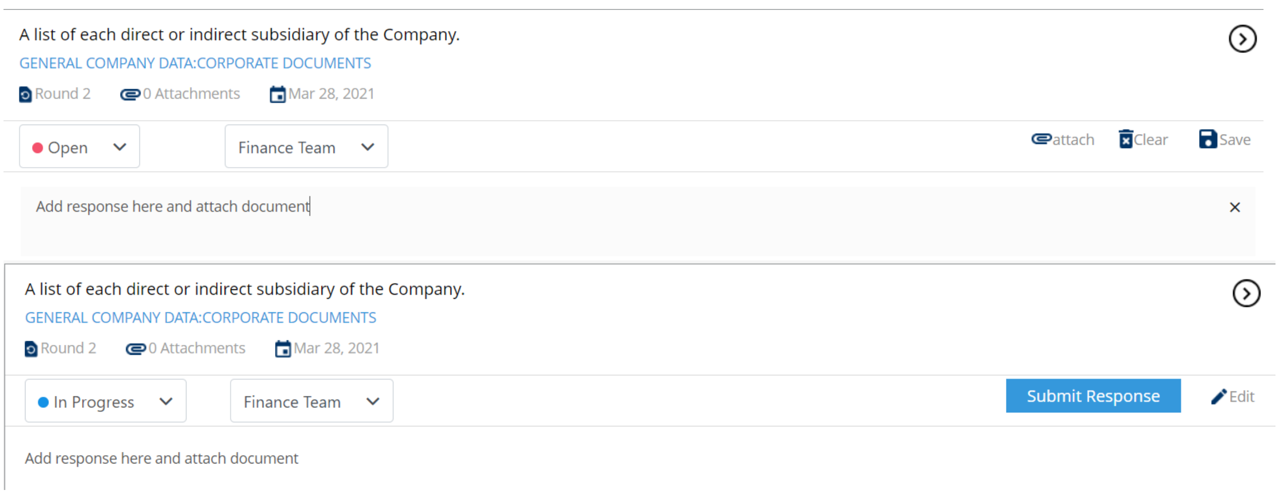
Users can add responses to the requests, attach documents and save. They may or may not be able to submit responses depending on the permissions given. Once responses are added, status is automatically changed to "In Progress" and ready to submit.



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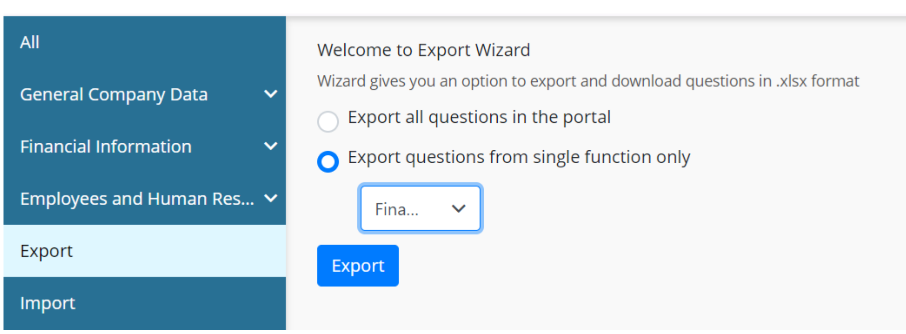
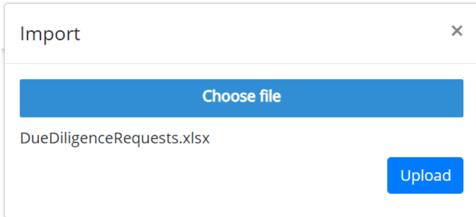
Review all requests by clicking through the next icon (">") and add responses.

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.