

Q&A

- A QUICK REFERENCE GUIDE FOR EXTERNAL USERS

The Aversure Data Room Service allows you to incorporate the Q&A directly into the data room. Questions are submitted, answered and managed directly within the data room itself.

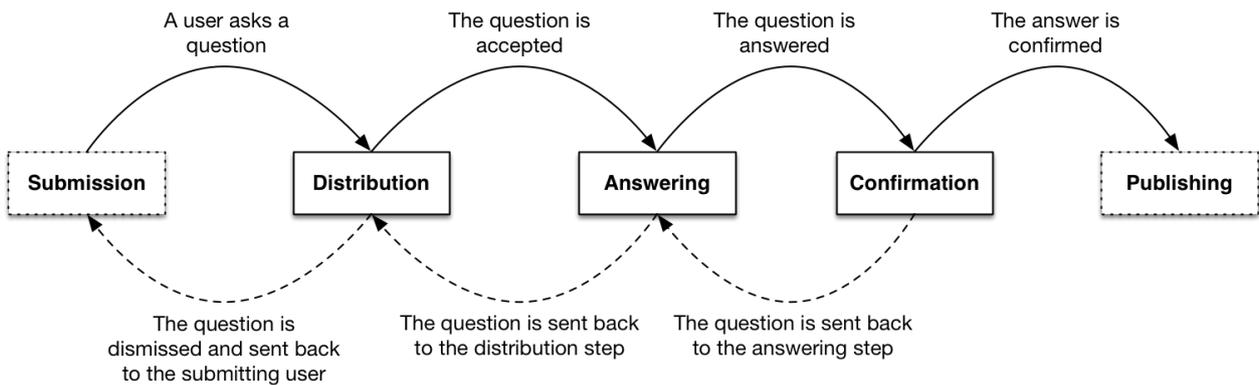
Both questions and answers may incorporate files and follow-up questions can be linked to the questions they pertain to.

THE Q&A PIPELINE

The Q&A pipeline details how questions are handled and who is responsible for each step.

Each question moves along the steps in the pipeline until it reaches the end and the answer is published and made available to all applicable users of the data room.

The responsibilities for the steps are often shared and administrators may invite other users to participate in the pipeline.

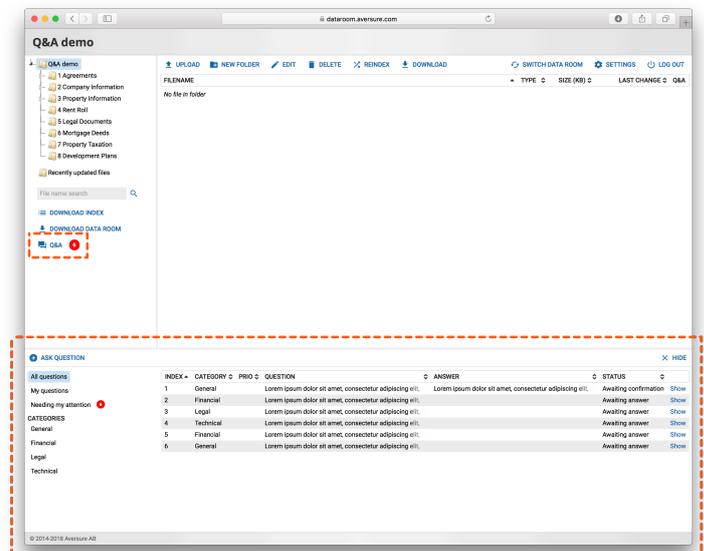


ANSWERING QUESTIONS

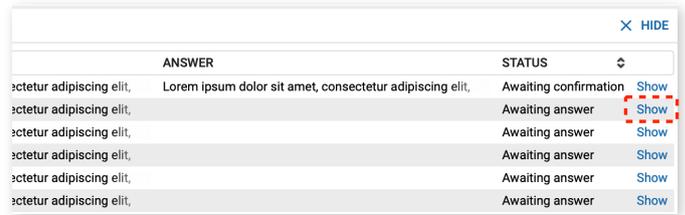
External users (non-administrators) may be tasked with answering questions for one or more categories within a data room.

STEP BY STEP

1. Log in to the data room service at dataroom.aversure.com with your credentials
2. Open up the Q&A panel by pressing the button at the bottom left, below the folder tree
3. Should there be any question that needs your attention, a red marker (with the number of questions) will be shown next to the Q&A button. A special category - *Needing my attention* - is also shown if there are any questions that need your attention

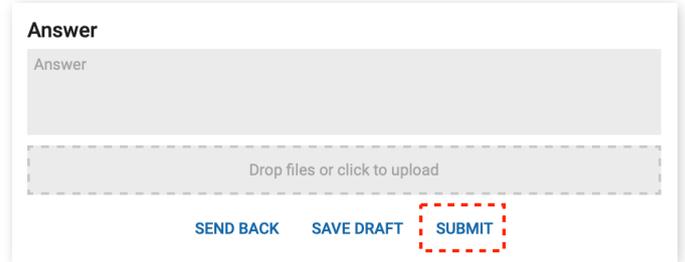


4. To answer a question, click on *Show* for the relevant question at the right edge of the browser window



ANSWER	STATUS
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ctetur adipiscing elit,	Awaiting answer Show
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5. Provide an answer to the question by entering it in the *Answer* textbox. Attach files by dragging them from the data room to the *file drop area* or click the *file drop area* to upload a file from your computer.



Answer

Answer

Drop files or click to upload

[SEND BACK](#) [SAVE DRAFT](#) [SUBMIT](#)

Press the *Save draft* button if you would like to come back and review the answer later or press the *Submit* button if you would like to move the question to the next step in the pipeline.

Note: If you are not the correct person to answer the question you can send it back to the user that assigned it to you by pressing the *Send back* button.

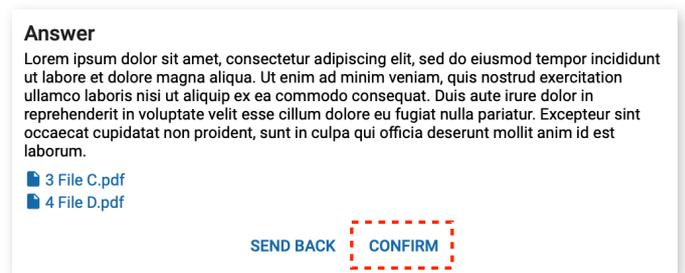
CONFIRMING ANSWERS

As an external user you may also be tasked with confirming answers.

STEP BY STEP

1-4. Please see the corresponding steps for *Answering questions*.

5. Press the *Confirm* button to confirm the answer and move the question to the next step in the pipeline. If you are the last user that needs to confirm the answer, it will be published for all applicable users to see after you have confirmed it.



Answer

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[3 File C.pdf](#)
[4 File D.pdf](#)

[SEND BACK](#) [CONFIRM](#)

Note: If you would like to send the question back to the user that answered it you may do so by pressing the *Send back* button.