

# First Steps



Welcome to the docurex data-room.

This Quick-Start-Manual guides you through the most important steps for using your virtual data-room the first time.

## Registration

For your successful registration please use the link, which you received in your invitation-mail with your login name and your password. You can choose the English language in the drop-down-menu .

A screenshot of the Docurex login interface. On the left is a blurred image of a keyboard with the "enter" key highlighted. The main area contains the Docurex logo at the top center. Below it, the heading "Login" is followed by the instruction "Please enter your login data. Afterwards click on the 'Login' button." There are three input fields: "Client:", "Login name:", and "Password:". A "Login" button is positioned at the bottom center. In the top right corner, there is a language selection dropdown menu set to "Englisch".

Englisch ▾

**docurex®**

**Login**  
Please enter your login data. Afterwards click on the 'Login' button.

Client:

Login name:

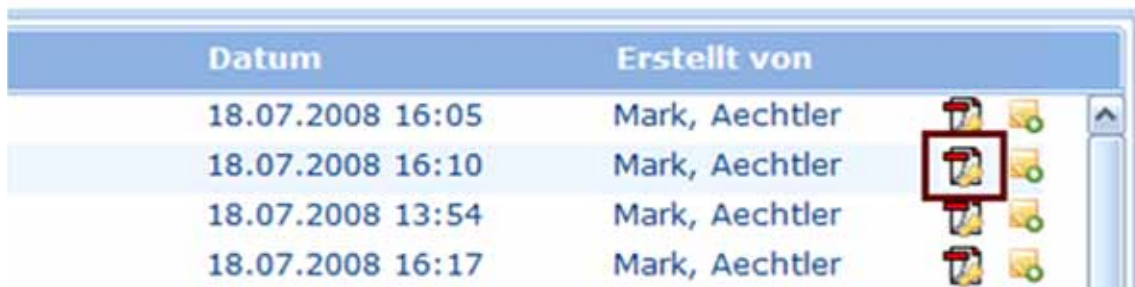
Password:





Login

## Start

In your start screen there are your structured folder in the left window and the including documents in the right window.

### Using the “secure document viewer”:



Datum	Erstellt von	
18.07.2008 16:05	Mark, Aechtler	
18.07.2008 16:10	Mark, Aechtler	
18.07.2008 13:54	Mark, Aechtler	
18.07.2008 16:17	Mark, Aechtler	

1. Just click in your listed documents on the certain icon with the key.
2. Your “secure document viewer” starts in a new window.
3. Push the button “Next” or “Previous” for scrolling in a multilateral file. Alternatively you can click on your requested page.

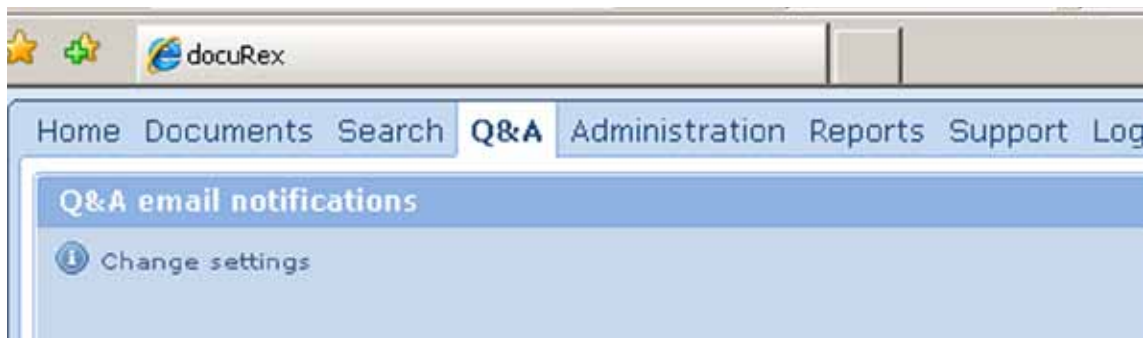


4. You can finish the “secure document viewer” by pressing “close window”.

## Q&A-Module („Questions & Answers“)

▶ Activate the function: „Notification“ in your Q&A-Module:

1. Please click on the register: „Q&A Notifications“ and afterwards on “Change settings”.



2. The email notification is activated by placing a checkmark into the checkbox. Please confirm with “Save changes” or “Close” for interrupting this action by closing this window.



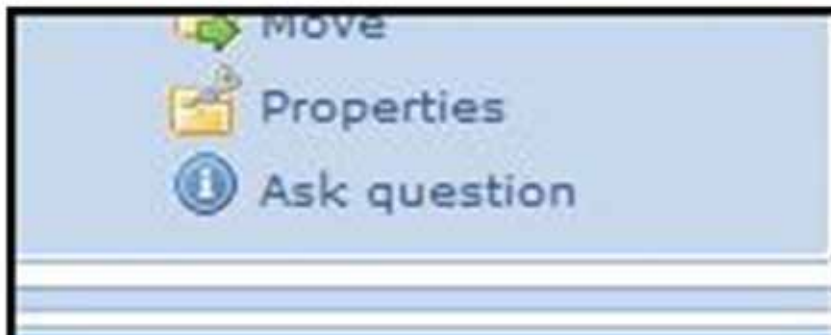
3. For finishing these changes please close the window by pressing the button “Close”.

▶ **Asking questions about a folder or document:**

1. Highlight your requested folder for asking a question by placing a checkmark. Please attend to assign only one specific folder. Unfortunately there is no opportunity for a variety of several choices at once.



2. Choose the register "Folder" and "Ask Question".



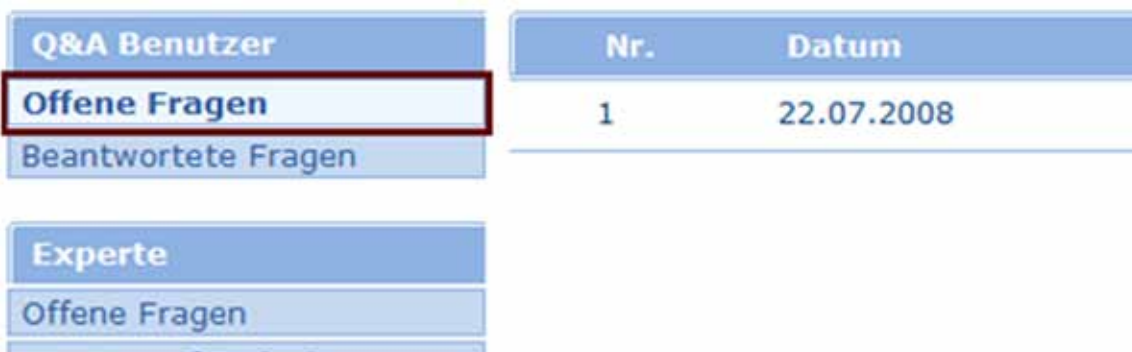
3. A new window "Ask question for an object" will appear.
4. Frame the question tot for the document or the folder and click „Ask question now?“.
5. Confirm with "Yes" for sending this question or "No" for quitting.



6. Your question will be send to the appropriate position.  
After sending the question you will be redirected to the folder you opened before.

**Gaining open questions:**

1. In the Category "Q&A User" click to „Open questions“.



2. You will receive a list of all unanswered questions with the belonging objects.

Nr.	Datum	Objekt	Frage
2	23.07.2008	 2008-fallstudie.pdf	Ich habe

**Our experts are looking forward to help you in all manners about your data-room.  
Please contact our Support-Hotline.**

**Call for Support: +49 (0) 711-4889 020**

We guarantee a response within two hours.

You will reach our personal **Support-Hotline** in the following times:

weekdays (mondays till fridays except federal holidays) from **8:00 AM until 6:00 PM CET.**

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