



# Automate your Q&A process

Deals move fast. While you can't count on manual tools like emails and spreadsheet trackers for Q&A, most automated tools force you into a process that does not fit your needs.

You need a single tool that can do it all. Q&A for Datasite gives question and answer teams the power to communicate more effectively throughout the due diligence process. Manage the process from anywhere, at any time via mobile. You keep teams more engaged, reduce risk and speed the overall deal.

### Get set up in no time

- Admins can set up Q&A quickly and intuitively by adding teams, question categories, and question limits.
- Manage more complex Q&A processes with ease. Create approval workflows by question category. Assign SME's to approver groups. Leverage workstreams to manage category workflows. Even create question team workflows as needed—then let automated workflow routing do the work.
- Teams can upload questions and answers from Excel, using the bulk import capabilities and simple templates.

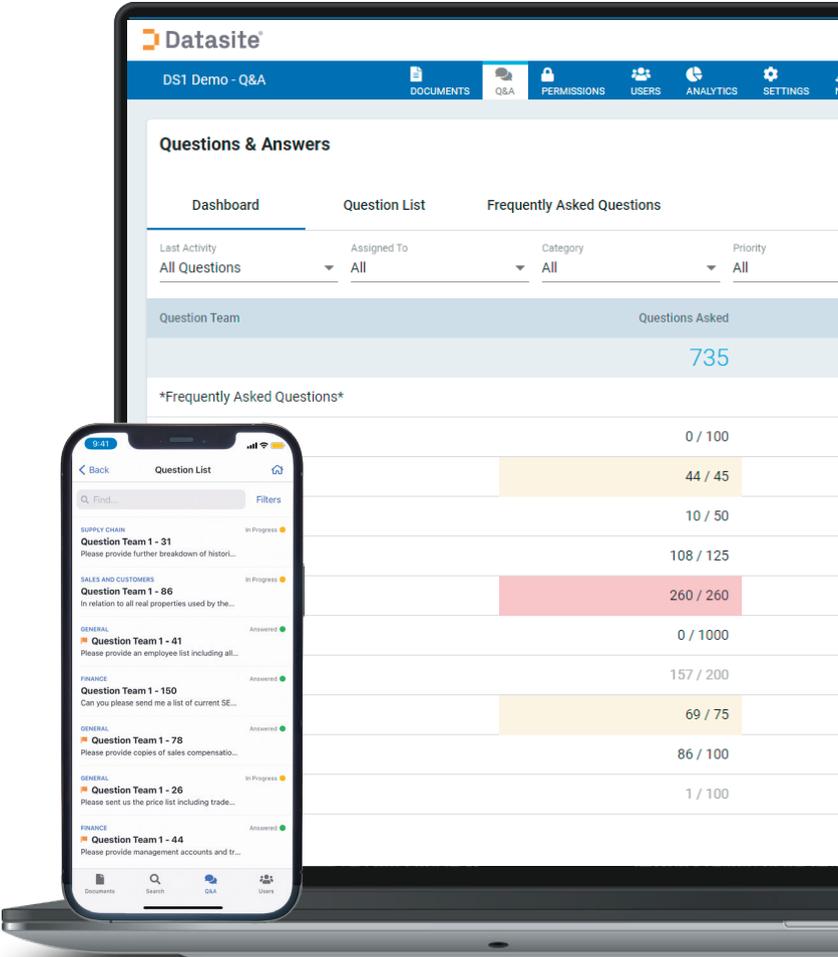
### Have greater transparency into the Q&A process

- Track every action in your Q&A process from a centralized dashboard.
- Use the native iOS or Android Datasite app to manage your Q&A process wherever and whenever you need from your mobile device.
- Link Q&A teams to deal documents and monitor interest & activity.
- Stay in control—add question limits, deactivate individuals & teams, and reject or re-route questions to keep things moving.
- Create and save FAQs quickly & easily.

### Enjoy better results for all parties

- Permissioned users can find questions and answers with intuitive search and filtering, and export a detailed extract of Q&A to Excel at any time.
- Assign questions or change categories in just two clicks.
- Answer teams can spot high-volume questions, categories, and sources via analytics, to find your biggest buyers and key areas of interest.

**Work smarter and get your deal done faster with Q&A for Datasite.**



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