

# Automate your Q&A process

Deals move fast. Don't get bogged down with manual tools, version control issues, or rigid automation that does not fit your needs. Rely on a single tool that can do it all and flexes to your needs, providing you the power to communicate more effectively throughout the due diligence process.

## Easy set up

Get started quickly with four simple steps. Upload questions and answers from Excel with our template and bulk import capabilities. Create and save FAQs for your wider audience to see.

## Additional control

Set question and priority limits, deactivate individuals & teams, reject or re-route questions, and close questions once they are answered.

## Custom workflows

Manage more complex processes with ease. Create approval workflows by question category. Assign SMEs to approver groups. Even create question team workflows as needed – then let automated workflow routing do the work.

## Central location

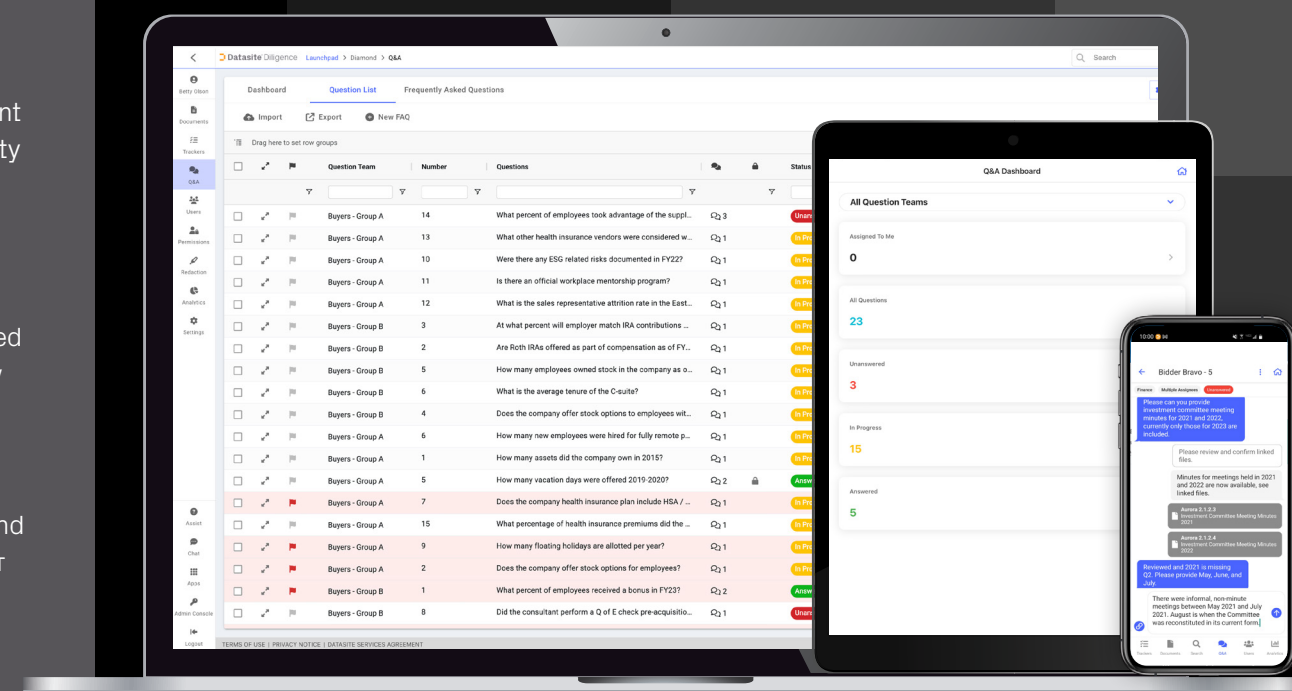
Hosting Q&A within your project allows permissioned content to be linked, keeping teams more engaged, reducing security risks, and speeding up the deal. All while user activity is tracked and made available in our robust analytics.

## Transparent progress

View at a top level and drill down to details from a centralized Q&A dashboard. Group by columns, filter, and sort to review what matters most to you.

## Ultimate mobility

View, edit, respond, and manage your process wherever and whenever with the Datasite mobile app. Biometric login for fast and secure access so you'll never need to slow down.



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AMERS +1 888 311 4100 | EMEA +44 20 3031 6300 | APAC +852 3905 4800

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