# Automate your Q&A process

Q&A lets you handle due diligence questions fast. Do it all spreadsheet-free in one secure hub. Set up Q&A teams, categories, permissions, approval workflows, and FAQs. When done, export to Excel.

#### Easy setup

Bulk import questions and answers from Excel, or create directly into our template. Then save FAQs for your wider audience to see.

#### Custom workflows

Simplify the Q&A process with approval workflows. Assign subject matter experts to approver groups, and create workflows by question category. Set up team workflows to route questions automatically to the right people.

## Transparent progress

See top-level progress at a glance - then drill into the detail. A single dashboard lets you sort, group, and filter - so you can rapidly review what matters most.

#### **Precision control**

Set limits on questions and priorities. Reject questions or re-route them, and close answered questions. Deactivate individuals and teams when no longer needed.

# Ultimate mobility

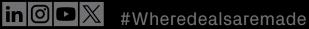
Handle Q&A from anywhere via the Datasite mobile app. View, edit, respond, and manage your deal with a few taps. Biometric login makes it both fast and secure, so you need never slow down.

## Central and secure

Run the whole process from a single hub - increasing both speed and security. Teams can find what they need instantly - while seeing nothing they don't need to. Meanwhile you can track and analyze all user activity.

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	Drag her	- 10.841.40					Questions	
*		~	Question Team		Number			
		- 3		Y		Ψ.	7	
2		14	Buyers - Group A		15		What percentage of health insurance premiums did the	921
2		14	Buyers - Group A		14		What percent of employees took advantage of the suppl	901
ć		14	Buyers - Group A		13		What other health insurance vendors were considered w	80
1		10	Buyers - Group A		12		What is the sales representative attrition rate in the East	R2
1		10	Buyers - Group A		11		Is there an official workplace mentorship program?	90
2	0	10	Buyers - Group A		10		Were there any ESS related risks documented in PY227	20
č.			Buyers - Group A		9		How many floating holidays are allotted per year?	20
2		10	Buyers - Group B				Did the consultant perform a Q of E check pre-acquisitio	93
1		-	Buyers - Group A		7		Does the company health insurance plan include HSA /	93
2			Buyers - Group B		7		Please account for quick change in EBITDA YOV?	2
2		10	Buyers - Group A		6		How many new employees were hired for fully remote p.,	93
2		14	Buyers - Group B		6		What is the average tenure of the C-suite?	93
2		14	Buyers - Group A		5		How many vacation days were offered 2019-20207	20
1		19.	Buyers - Group B		5		How many employees owned stock in the company as o	92
e			Buyers - Group B		4		Does the company offer stock options to employees wit	R2
1		14	Buyers - Group B		3		At what percent will employer match IRA contributions	20
2			Buyers - Group A		2		Does the company offer stock options for employees?	R
1		14	Buyers - Group B		2		Are Roth IRAs offered as part of compensation as of PY_	93
1		14	Buyers - Group A		1		How many assets did the company own in 2015?	20
1	0		Buyers - Group B		1		What percent of employees received a bonus in FY23?	20





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# **Q&A** for Datasite

