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CONTENTS

1. First steps .................................................................................................................................................................................. 4
  1.1 First login, set password ..................................................................................................................................................... 4
  1.2 Overview and explanation of the icons .................................................................................................................................. 5
2. The menu button .......................................................................................................................................................................... 5
  2.1 Defining user settings and e-mail notifications .................................................................................................................... 6
  2.2 Logout ....................................................................................................................................................................................... 7
3. The Cockpit .................................................................................................................................................................................................. 8
  3.1 Search ................................................................................................................................................................................................... 8
  3.2 Selection of a portfolio ............................................................................................................................................................ 8
  3.3 Asset details and features to an entire asset .......................................................................................................................... 9
    3.3.1 Download ........................................................................................................................................................................... 9
    3.3.2 Document list ................................................................................................................................................................... 9
  3.4 Icons in the cockpit .............................................................................................................................................................. 10
  3.5 Change between buy-side and sell-side view .......................................................................................................................... 10
4. The Document Organizer ............................................................................................................................................................ 11
  4.1 Structure .................................................................................................................................................................................... 11
  4.2 The real-time search in the document organizer .................................................................................................................. 11
  4.3 Navigating in the folder structure ......................................................................................................................................... 12
  4.4 The document preview .......................................................................................................................................................... 13
  4.5 Icons for folders and documents .......................................................................................................................................... 14
  4.6 View "All documents" .............................................................................................................................................................. 14
  4.7 The index button .................................................................................................................................................................... 15
  4.8 The return button .................................................................................................................................................................... 15
  4.9 Apply functions to folders ......................................................................................................................................................... 16
  4.10 Apply functions to documents ............................................................................................................................................ 17
  4.11 Copy / move folders or documents to another asset ........................................................................................................ 17
5. Q&A processes ................................................................................................................................................................................ 19
6. Support ................................................................................................................................................................................................... 19
1 FIRST STEPS

1.1 First login, set password

To use Architrave, you will receive an invitation via e-mail containing your personal link to the registration. Once you've set your password, you can log in directly to Architrave and get started.

Simply click on the "Sign up" button in the invitation email.

Then choose your personal password.

With your e-mail address and personal password, you log in to the data room.

Alternatively, sign up for SSO (single sign-on) with your Microsoft account.

Full details of the single sign-on can be found on our website, in the technical documentation SSO available for download.
1.2 Overview and explanation of the icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu</td>
<td>Menu</td>
</tr>
<tr>
<td>Cockpit</td>
<td>Cockpit</td>
</tr>
<tr>
<td>Q&amp;A processes</td>
<td>Q&amp;A processes</td>
</tr>
<tr>
<td>Logout</td>
<td>Logout</td>
</tr>
</tbody>
</table>

2 THE MENU BUTTON

No matter in which area in the data room you are currently located, you will find the menu button at any time in the top right-hand corner of the screen.

There are also the real-time search and the cockpit button.

By clicking on the menu button you can access the adjacent entries. Your personal user settings can be reached via your name.
2.1 Defining user settings and e-mail notifications

To open your user settings, click on your name in the menu. In the settings you adjust your title, first name and surname.

Here you define the language of the interface.

Decide for which areas or events you would like to receive e-mail notifications. Note: If you have already set individual notifications, they will be overwritten when activating global notifications! How to set individual notifications is explained in section 4.9.
## 2.2 Logout

In order to log off safely, please use the button "Logout".

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="profile" /></td>
<td>Doe John</td>
</tr>
<tr>
<td><img src="image" alt="home" /></td>
<td>Cockpit</td>
</tr>
<tr>
<td><img src="image" alt="chat" /></td>
<td>Q&amp;A processes</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>Support</td>
</tr>
<tr>
<td><img src="image" alt="exit" /></td>
<td>Logout</td>
</tr>
</tbody>
</table>
3 THE COCKPIT

After logging in you will be taken to the cockpit. Each tile contains individual object information such as address, responsible asset manager, and number of newly added documents since the last login.

3.1 Search

With the real-time search, you use a powerful tool for quickly finding objects. As you type, search results will be displayed, regardless of whether you search by asset name, address, asset manager, or asset description.

3.2 Selection of a portfolio

With the button 'Select portfolio' you select a portfolio and thereby determine which assets are displayed in the cockpit. If you have already selected a portfolio, the corresponding name will be displayed to the right of the button.
3.3 Asset details and features to an entire asset

Right-clicking on an asset opens the asset details. These contain object information as well as all functions available for the asset. So you get fast, e.g. the size of the data room (in MB / GB), the number of documents, and a description of the asset.

On the tab 'Map' the location of the object is displayed. Click on the map to open the address in Google Maps.

3.3.1 Download

Download all available documents of an asset. The folder structure is adopted. As soon as you request the download, it will be prepared in the background. You will receive an e-mail containing a link to the download.

3.3.2 Document list

Use this function to download an Excel document that contains the following information for all documents in the asset:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Path</th>
<th>Filename</th>
<th>Status</th>
<th>Uploaded by</th>
<th>Updated at</th>
</tr>
</thead>
<tbody>
<tr>
<td>003 London</td>
<td>Property-related documentation</td>
<td>1, Property-related documentation/2,1 Introduction</td>
<td>Approved</td>
<td>2017-09-12 11:31:00</td>
<td></td>
</tr>
</tbody>
</table>
3.4 Icons in the cockpit

1: Last change in the asset
2: Number of documents added since your last login
3: All transaction-relevant folders in this asset are approved.
4: Level: Ratio of transaction-relevant folders that are approved.

3.5 Change between buy-side and sell-side view

For users who belong to both a buyer and a seller group, a button for changing the view is available in the data room.
4 THE DOCUMENT ORGANIZER

Open the document organizer with a simple click on the desired asset. Here you will find all the documents stored for the asset and can move, copy, delete, edit, download or open them directly in the document preview. Furthermore, additional notification and approval features are available.

4.1 Structure

The Document Organizer is divided into three clear areas:

1. Asset information and navigation
2. Index (folder structure)
3. Document list

4.2 The real-time search in the document organizer

The real-time search is also available in the document organizer. This filters both folder and documents.
4.3 Navigating in the folder structure

Click on a folder to display the contained documents in the right pane. The clicked folder appears in blue. If there are more subfolders in a folder, this is indicated by a black arrow.

Click on the black arrow to expand the selected level.

Use this button to switch to the higher-level folder. Next to it, the path to the current folder is displayed. The elements of the path are clickable and can therefore also be used for navigation.
4.4 The document preview

PDF documents and images (*.png, *.jpg, *.tif etc.) can be viewed and renamed directly in the preview window of the document organizer. Just click on the document and the preview will be displayed. The file name is displayed above the preview window. Click on the name to adjust it directly in the preview. The preview is closed again via the X in the upper right corner.
4.5 Icons for folders and documents

You quickly recognize filled folders by the black font. If a folder is displayed in gray, no documents have been stored here.

- For folders: is transaction-relevant, but not yet approved.
- For documents: is transaction-relevant.
  (Thus visible within a transaction for buy-side groups)
- Transaction-relevant folder is approved.
- An email notification will be sent to you for this folder as soon as new documents have been added.

4.6 View "All documents"

This button lists all documents from all folders of an asset. You can sort the documents by using the following attributes in ascending or descending order (alphanumeric):

- Document name
- Type
- Size
- Number of pages
- Folder path
- Uploaded by
- Last update

The selection fields on the left allow you to select individual documents or multiple documents and apply functions to them. (Which functions are available can be found in section 4.10)

New documents are highlighted with a yellow marker.

Use the button to switch back to the folder view.
4.7 The index button

In the document organizer, click the Index button to display the full index of the asset.

View of the index. To change to one of the folders, just click on its name.

4.8 The return button

After you have displayed the document organizer - you can return to your starting point via the return button.
4.9 Apply functions to folders

Right-clicking on folders displays the available functions in the context menu.

Please note that the available functions depend on your permissions.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask question</td>
<td>This will allow you to submit a question to the folder.</td>
</tr>
<tr>
<td>Notify</td>
<td>Activates / deactivates the e-mail notification for new uploaded documents.</td>
</tr>
<tr>
<td>New folder</td>
<td>Creates a new subfolder with the desired name.</td>
</tr>
<tr>
<td>Copy</td>
<td>Copies the entire contents of a folder.</td>
</tr>
<tr>
<td>Move</td>
<td>The process is identical to that of copying.</td>
</tr>
<tr>
<td>Rename</td>
<td>Edit the name of the folder.</td>
</tr>
<tr>
<td>Approve</td>
<td>Approve a transaction-relevant folder for the buy-side or unapprove.</td>
</tr>
<tr>
<td>Not transaction relevant</td>
<td>Mark a folder as transaction-relevant or remove the marker. Transaction-relevant folders are given a red exclamation mark.</td>
</tr>
<tr>
<td>Upload</td>
<td>Opens the file explorer of your system to select files for upload.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected folder and its contents.</td>
</tr>
</tbody>
</table>

(Don't) Notify
Activates / deactivates the e-mail notification for new uploaded documents in this folder. If the notification is active, an envelope will be displayed next to the folder name.

New folder
Creates a new subfolder with the desired name. If subfolders already exist in the selected folder, the new folder will be inserted at the bottom.

Copy
Copies the entire contents of a folder. After selecting the folder to be copied, the index will be displayed, then click on the target folder.

Move
The process is identical to that of copying, only the original folder is not copied but moved.

Rename
Edit the name of the folder. The numbering remains unchanged.

(Approved) Approve
Approve a transaction-relevant folder for the buy-side or unapprove. Only documents marked as transaction-relevant and contained in an approved folder can be seen by bidders. An approved folder is marked with a green tick.

(not) Transaction-relevant
Mark a folder as transaction-relevant or remove the marker. Transaction-relevant folders are given a red exclamation mark.

Upload
Opens the file explorer of your system to select files for upload. It is also possible to upload multiple documents at once. Alternatively, you can also drag and drop documents to a folder. To do this, select the desired folder and then drag the documents into the document area.

Delete
Deletes the selected folder and its contents. If a folder is marked as transaction-relevant or approved, the delete function is inactive. First remove the marker to allow deletion.
4.10 Apply functions to documents

Right-clicking on documents displays the available functions in the context menu.

Please note that the available functions depend on your permissions.

<table>
<thead>
<tr>
<th>Ask a question</th>
<th>This will allow you to submit a question to the folder.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy</td>
<td>Copies the selected document. After selection, the index is displayed - click there on the desired target folder.</td>
</tr>
<tr>
<td>Move</td>
<td>The process is identical to that of copying, only the original document is not copied but moved.</td>
</tr>
<tr>
<td>Rename</td>
<td>Adjust the document name.</td>
</tr>
<tr>
<td>(Not) Transaction-relevant</td>
<td>Mark a document as transaction-relevant or remove the selection. Transaction-relevant documents are marked with a red exclamation mark and are visible to bidders.</td>
</tr>
<tr>
<td>Download</td>
<td>This will download the selected document. The storage location is the defined download path of your Internet browser.</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit Microsoft Office documents with your Office Apps without having to download and re-upload the document. To use this feature, the ArchClient must be installed on your system. All details about the ArchClient can be found on our website in the downloadable technical documentation ArchClient.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected document. If a document is marked as transaction-relevant, the deletion function is inactive. First remove the marker to allow deletion.</td>
</tr>
</tbody>
</table>

4.11 Copy / move folders or documents to another asset

Select the "copy" or "move" function to the desired folder / document and then enter the name of the target asset in the displayed index. Afterwards, the index of the target asset is displayed and you select a target folder in it.
5  Q&A PROCESSES
There is a separate manual for the creation and management of Q&A processes: Q&A FOR USERS. You will find it under https://www.architrave.de/en/support/manuals/

6  SUPPORT

<table>
<thead>
<tr>
<th></th>
<th>Doe John</th>
</tr>
</thead>
<tbody>
<tr>
<td>![image]</td>
<td>Cockpit</td>
</tr>
<tr>
<td>![image]</td>
<td>Q&amp;A processes</td>
</tr>
<tr>
<td>![image]</td>
<td>Support</td>
</tr>
<tr>
<td>![image]</td>
<td>Logout</td>
</tr>
</tbody>
</table>

If you need support in working with Architrave, you can use the menu entry “Support”. It will direct you to our support website (https://www.architrave.de/en/support/)

There you will find video tutorials, FAQs, manuals, webinars and direct contact to the support team:

+49 (0)30 340 4609 30

By phone we are available on weekdays from 9:00 to 18:00.

SUPPORT@ARCHITRAVE.DE

We’ll do our best to process your support request within 4 hours. Most of the time we are even quicker.