

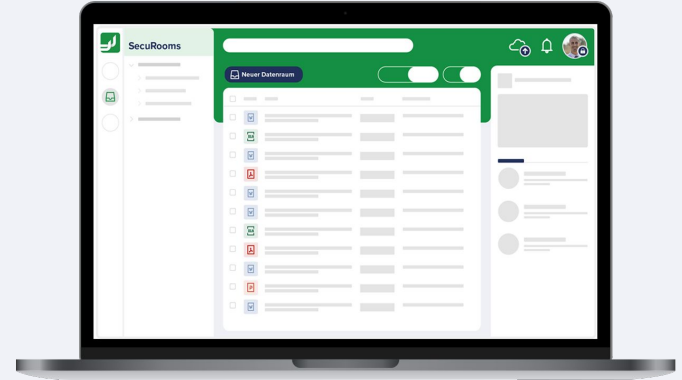
Quick start guide for users

FTAPI SecuRooms

Description

FTAPI SecuRooms enable secure and easy file sharing

- ✔ **FTAPI SecuRooms** = virtual data rooms, to store and share files from anywhere, securely and easily
- ✔ For **large files** up to 100 GB
- ✔ All data saved in the data rooms are **encrypted** automatically
- ✔ FTAPI SecuRooms can be operated on any device with a browser; **no installation is necessary**
- ✔ FTAPI SecuRooms is **optimised** for all devices, including **tablet screen size**



Data rooms, folders & files

Overview of user interface

1. **List of all data rooms** to which you have access, in alphabetical order

2. **Sub-folder** of a data room; folder view = expandable/collapsible

3. **List of all files** in the data room, in alphabetical order, with the option to sort in ascending or descending order, by name, file size or date of last edit

4. Option to **expand/collapse** page menu

The screenshot displays the SecuRooms interface. On the left, a sidebar menu lists data rooms and folders. The 'Funding' folder is expanded, showing a list of files. The main content area shows a search bar, navigation breadcrumbs, and a file list table.

1. Points to the 'My Data' section in the sidebar menu.

2. Points to the 'Funding' folder in the sidebar menu.

3. Points to the file list table in the main content area.

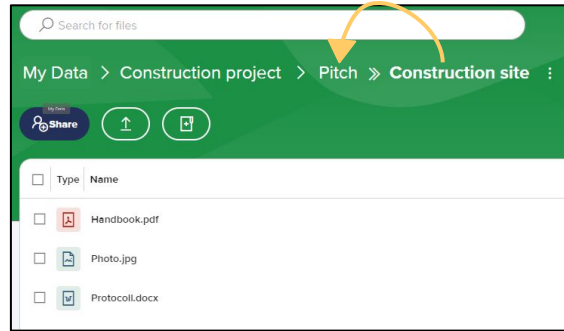
4. Points to the expand/collapse icon in the sidebar menu.

| Type | Name | Size | Modified | |
|------|-----------------|----------|---------------------|---|
| PDF | Calculation.pdf | 195.1 kB | 4/29/2022, 9:18 AM | ⋮ |
| CSV | Cost_table.csv | 9.4 kB | 6/9/2022, 3:11 PM | ⋮ |
| PDF | Handbook.pdf | 193.5 kB | 4/12/2022, 12:06 PM | ⋮ |

Navigating the data room

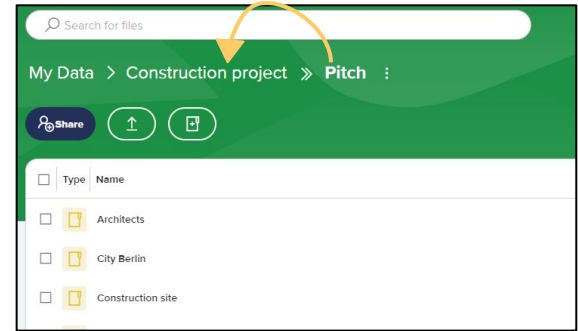
Folder structure and navigation within the data room

1)

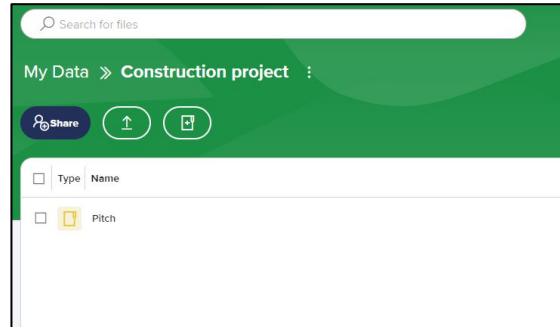


Navigate back to folders in the data room with a simple click of the mouse.

2)

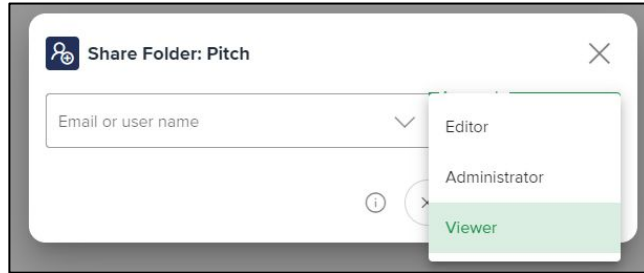


3)



Access roles

Data room permissions

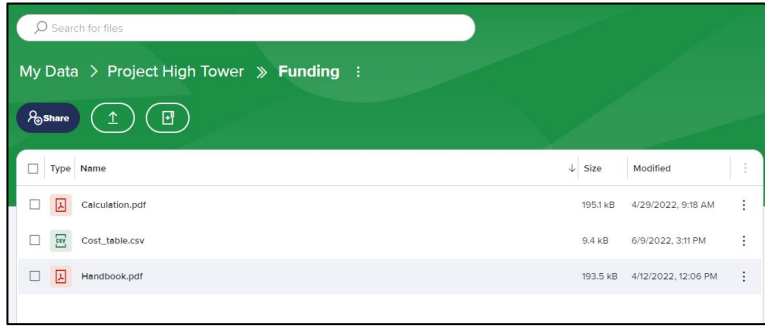


- Data room permissions for individuals are controlled via access roles. Each access role features **explicit permissions** (see right)
- The access role is assigned upon sharing of the data room
- Your data room access role can be **modified or removed** by individuals with an 'Administrator' access role


- **Viewer:** Download file
- **Editor:** Download file, upload file, move file, delete file, create folder, delete folder
- **Administrator:** Download file, upload file, move file, delete file, create folder, delete folder, delete data room, modify data room permissions of other individuals, withdraw data room access from other individuals


Manage data room


Key for available actions*



Key:

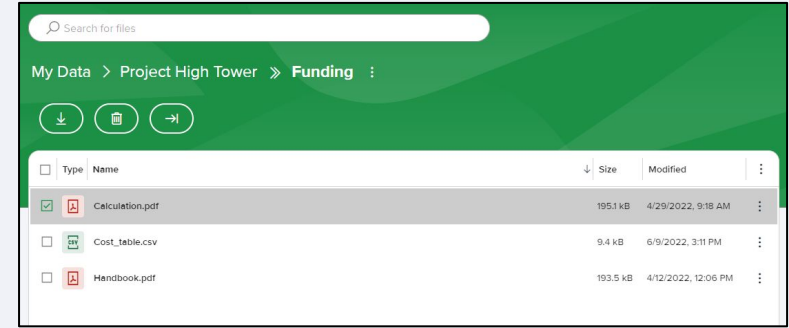
 = Share data room with other individuals**

 = Upload file(s)***


 = Create folder


Manage files


Key for available actions*



Key:

 = Download file(s)

 = Delete file(s)

 = Move file(s)

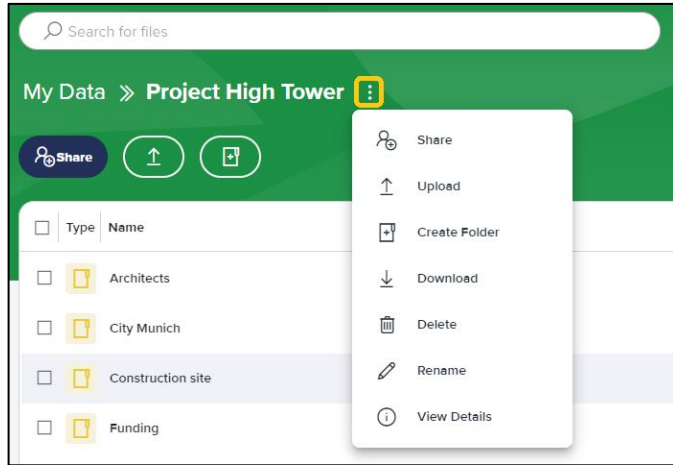
*Available actions may vary, depending on the data room access role.

**Action globally available to users, if activated by Admin for that purpose.

***Files can also be uploaded to the data room using the 'Drag and Drop' function.

Manage data room

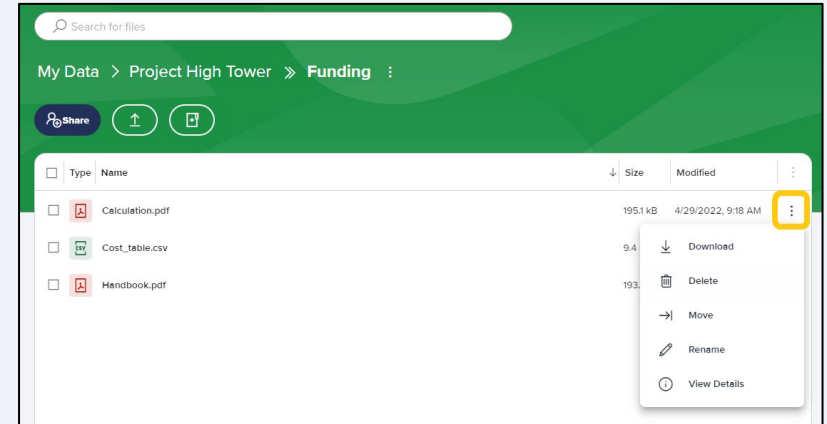
Data room context menu



- The context menu allows you to perform all standard actions and the following **advanced actions** in the data room:
 - Delete data room (including all files)
 - Download data room (all files)

Manage files

File context menu

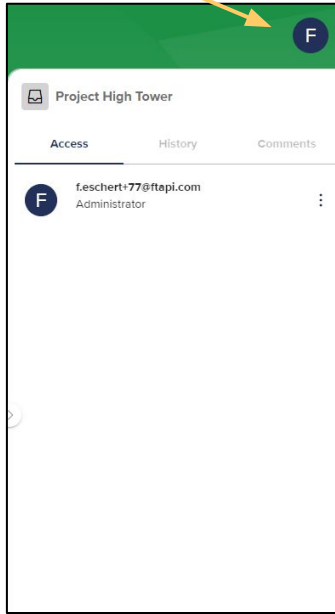


- For files, the option is also available to perform actions using the context menu

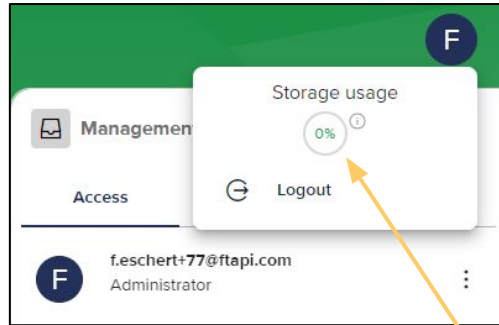
Logging out & memory usage

Log out securely and easily and keep the overview

Options



- **Action:** Log out
- **Overview:** Memory usage



Selection

- **Overview:** Memory usage by product

