

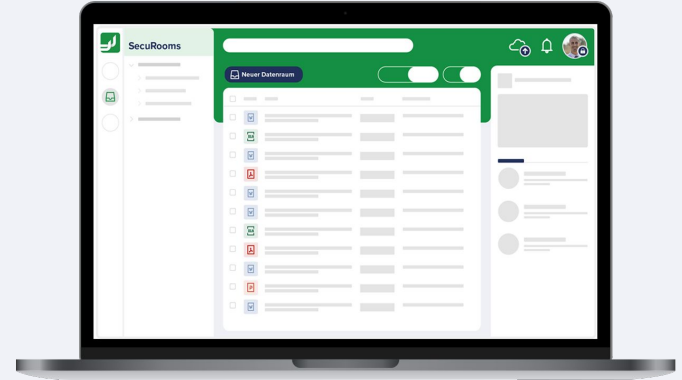
Quick start guide for guests

FTAPI SecuRooms

Description

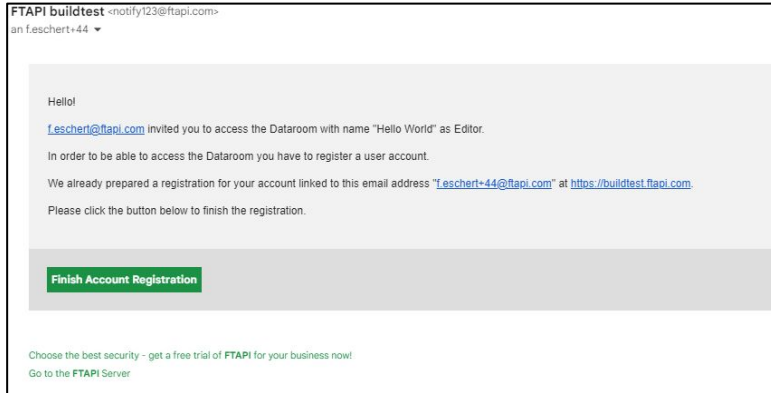
FTAPI SecuRooms enable secure and easy file sharing

- ✔ **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**



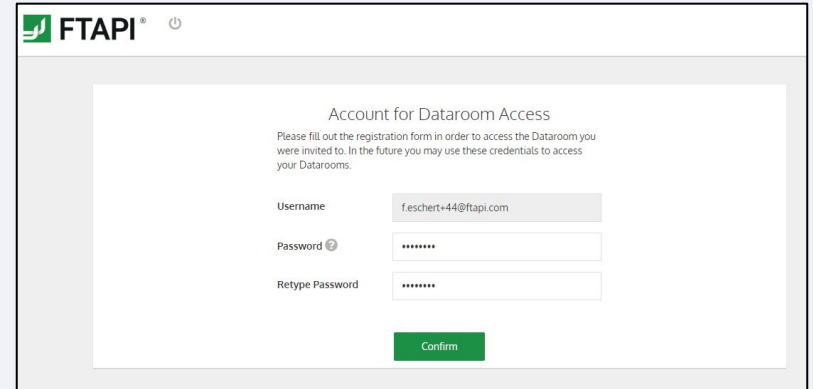
Create a FTAPI guest account

Register in two quick steps



1. Open data room invitation

Open the email with the data room invitation and click on the 'Finish Account Registration' button.



2. Create your free FTAPI guest account

Your username for your guest account is pre-set (= your email address). You can choose your own password. You will receive an email confirming that you have created your account successfully.

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

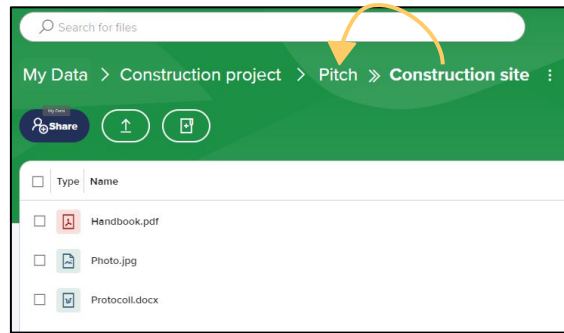
The screenshot displays the SecuRooms interface. On the left, a sidebar shows a tree view of data rooms and folders. The 'Funding' folder under 'Project High Tower' is highlighted with a yellow box and labeled '2.'. A yellow box around the 'Funding' folder icon is labeled '4.'. The main area shows a search bar and a breadcrumb path: 'My Data > Project High Tower >> Funding'. Below this are 'Share', 'Upload', and 'Download' buttons. A table lists files in the 'Funding' folder, with a yellow box around the file list area labeled '3.'. The table has columns for 'Type', 'Name', 'Size', and 'Modified'. The files listed are 'Calculation.pdf' (195.1 kB, 4/29/2022, 9:18 AM), 'Cost_table.csv' (9.4 kB, 6/9/2022, 3:11 PM), and 'Handbook.pdf' (193.5 kB, 4/12/2022, 12:06 PM). The footer contains links for 'Support', 'Site notice', and 'Privacy'.

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

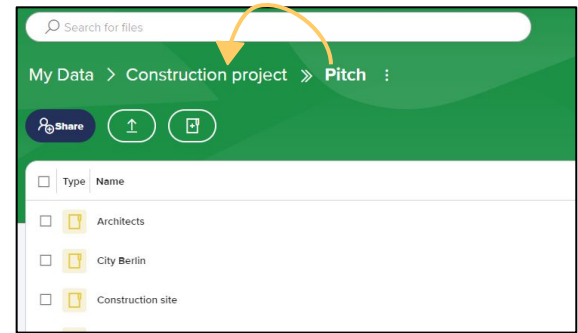
Folder structure and navigation within the data room

1)

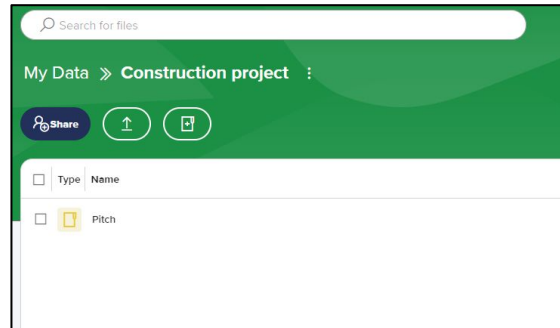


Navigate back to folders in the data room with a simple click of the mouse.

2)

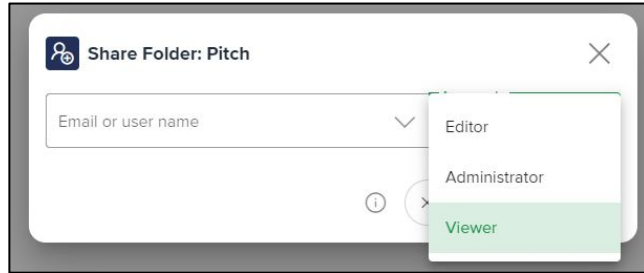


3)



Access roles

Data room permissions

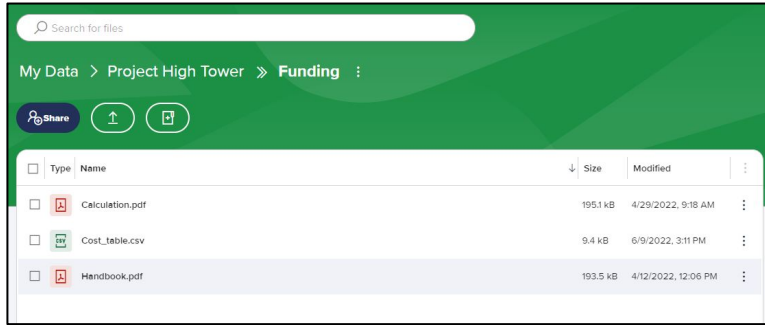


- Data room permissions for individuals are controlled via access roles. Each access role features **explicit permissions** (see right)
- The access role is assigned upon sharing of the data room
- Your data room access role can be **modified or removed** by individuals with an 'Administrator' access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

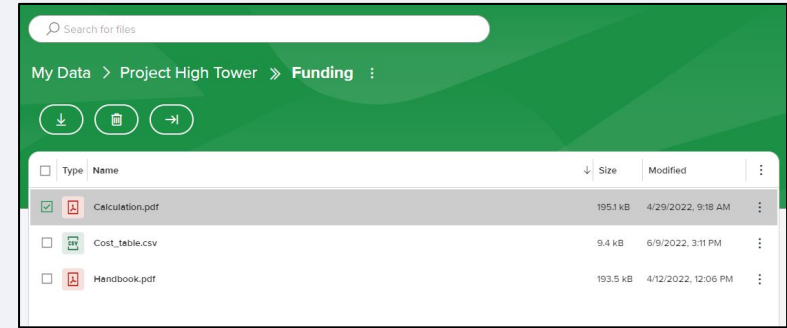
 = Share data room with other individuals**

 = Upload file(s)***


 = Create folder


Manage files


Key for available actions*



Key:

 = Download file(s)

 = Delete file(s)

 = Move file(s)

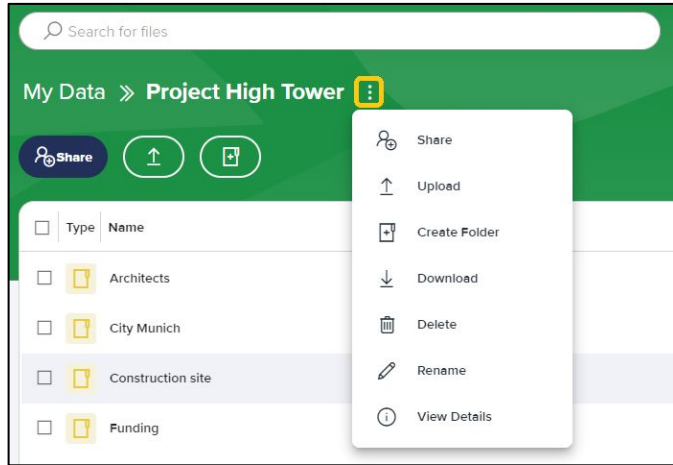
*Available actions may vary, depending on the data room access role.

**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

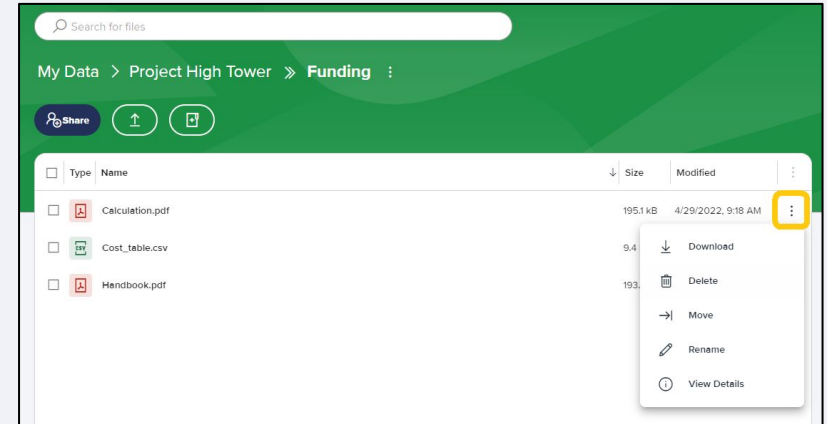
Data room context menu



- 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

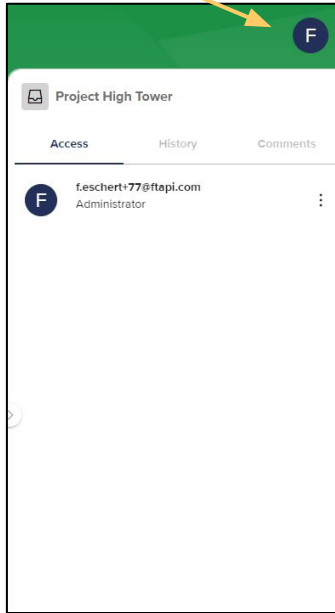


- For files, the option is also available to perform actions using the context menu

Logging out & memory usage

Log out securely and easily and keep the overview

Options



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

