

Brainloop Secure Dataroom Service 8.0

Brainloop is the leading provider of Document Compliance Management solutions for sharing, editing and distributing confidential documents in a highly secure and traceable environment. Brainloop's customers are able to share and collaborate on all confidential documents with people inside or outside their company, improving the efficiency of their workflows while ensuring the highest levels of security.

CONSISTENT PROTECTION OF CONFIDENTIAL DOCUMENTS

Two-Factor Access Control and Permissions

The precise definition and monitoring of roles and rights for data room members is managed by a flexible permissions system and high-security authentication. This is based on one-time passwords that are sent by text message to users' cell phones.

Encrypted Storage and Data Transmission

Strong 256-bit encryption on the server protects documents and prevents access by unauthorized personnel, including those working for the IT service provider. All data traffic to and from the client and server (document uploads and downloads as well as the on-screen display of data room content) is encrypted with 128-bit SSL.

Operator Shielding

Confidential documents are protected from access by internal or external IT administrators by the complete separation of application and systems administration duties, and by the integrated two-person approval processes for all security-related administration functions.

Tamper-Proof Audit Trail

All actions are recorded in a tamper-proof audit trail, providing traceability for every document access and modification as well as completely transparent and documented information flows.

Integrated Virus Scanner

Documents are checked for viruses during the upload process. If necessary, they are isolated and automatically prevented from being downloaded.

Desktop Integration

Individuals using Internet Explorer can use WebDAV to access data room folders via Windows Explorer as they would a network drive. They can open and edit Microsoft Office documents

BENEFITS AT A GLANCE

- › Consistent protection of confidential documents – right through to the user's desktop
- › Complete yet flexible protection of confidential email content
- › Highest levels of security with strong authentication and encryption of data transmission and storage
- › Operator shielding
- › Traceability for all data room communications
- › Fulfills compliance requirements with integrated tamper-proof audit trail
- › Integrated document management
- › Easy to use without training – intuitive and user-friendly
- › Accessible any time and from any location with a web browser

directly with the corresponding application and, with one click, save them back into the data room. The WebDAV interface provides full support for versioning, access control, modification tracking, and encrypted data transmission.



DOCUMENT PROTECTION WITH RIGHTS MANAGEMENT TECHNOLOGIES

Specific security policies can be set up centrally on the server to define how documents may be changed, printed, or forwarded to other users. With Adobe LiveCycle Rights Management or Microsoft Rights Management Services, the policies remain active even after a document has been

downloaded from the data room. The recipient receives a personal, encrypted copy of a document that cannot be opened by other people and can no longer be accessed once it reaches its expiration date. In the data room, this protection ensures secure editing for Office documents, the

secure download of original PDFs, and read-only or read and print permissions for downloaded Brainmark documents. The Secure Document Viewer is available for recipients who do not meet these two technologies' system requirements.

Security Categories

Security categories are used to define a document's protection level and the safeguards to be used when it is downloaded. This helps ensure compliance with corporate data protection policies. Typical security levels include "Strictly Confidential" and "Company Internal." Each security category includes a set of configurable permissions that define how users may access documents that have been sent to them.

Secure Document Viewer

The integrated Secure Document Viewer prevents documents from being downloaded from the data room. The full content of the original file is never displayed on the local PC. Instead, the user views the pages one at a time as tiled images in the browser. This eliminates the risk of unauthorized downloads. No confidential data remains on the user's PC once the session is over.

Watermarks

Watermarks are generated dynamically and provide documents with additional protection against unauthorized forwarding. For example, the user's name can be automatically embedded in the background of each page. The content and layout of the watermark are fully configurable.

Brainmark Management

Brainmark management includes all the functions that help to make the secure distribution of Brainmark documents easier and more efficient. These include security categories, secure document viewer and embedding of watermarks, as well as additional functions that help centralize document conversions and manage them efficiently.

Integrated Document Management

Documents can be tagged with several attributes, including the file owner, description, status, and version information. The configurable version management captures the document's lifecycle and supports collaboration by multiple users. A check-in/check-out function allows them to reserve documents for longer editing sessions.



Search

If documents in the data room are not encrypted, users can run a full text search on the content. If they are encrypted (recommended), the search is based on document properties such as description, status, file type, date, time-frame, and file owner. This facilitates the quick and easy retrieval of a document using its metadata. The search results are sorted by relevance and can be processed further. For example, users can download the search results as a zip file or create a document collection with them.



Ad Hoc Workflows for Approval Processes and Publication

The data room provides flexible, configurable processes to facilitate document approval and publication. Integrated publishing rules ensure that the distribution process for approved documents is correctly organized. Users can also define routine tasks in a workflow to simplify approval processes.

ORGANIZATION & COMMUNICATION

Personalized Homepage

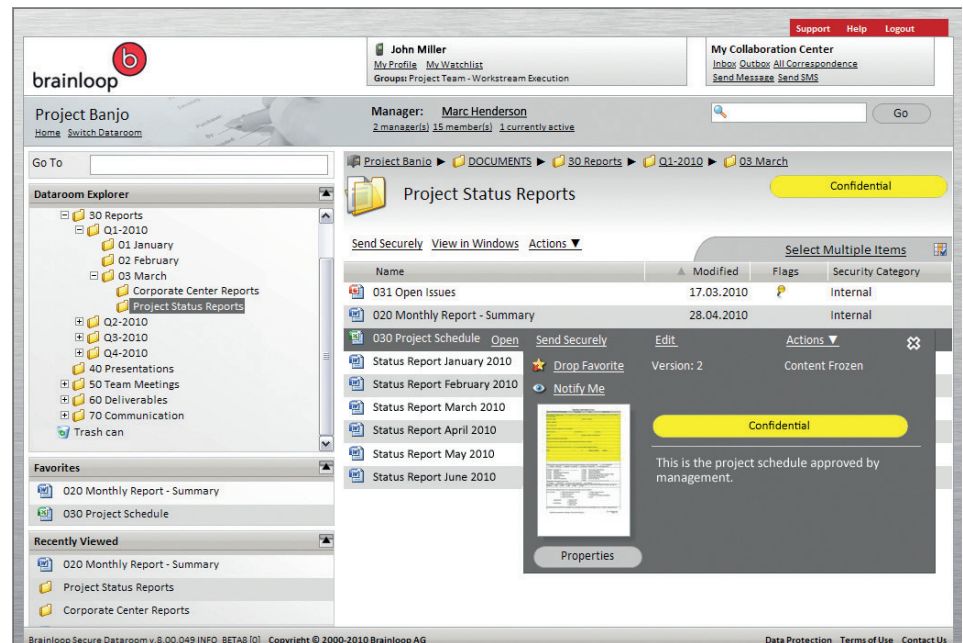
This provides users with an overview of all relevant activities in the data room, such as new tasks and document status changes, as well as of all incoming and sent emails.

Collaboration Center

The Collaboration Center provides direct access to incoming and sent messages, tasks and other items. All communication items are marked with a specific completion status that shows which tasks are still in progress.

Notifications

Users can configure a personalized watchlist to monitor specific documents, folders and tasks. If required, the system can send the user a personalized notification by email and text message when there are any changes.



Brainloop Secure Dataroom V8.0 – Read-Only View

Secure and Traceable Delivery

Using external links, documents can be securely delivered to all types of users, even those who are not data room members. The links, along with specific documented downloads, give recipients access to a document in a data room for a limited period only. This eliminates the need to compromise security by sending them emails with attachments.

Encrypted Emails

The encryption of email content provides additional protection for communications between data room members. Depending on their profile, users receive either a message encrypted with an X.509 certificate, or a simple notification that an email has arrived in their data room inbox – for example, to alert them to a new document.

Tasks and Milestones

Data room members can assign tasks and track the status of the assignments. Users see incoming tasks in their personal inbox and can act on them directly, while the notification system monitors each task's completion status. Tasks and documents can be grouped into milestones that feature an integrated approval process.

SECURITY FOR MULTIPLE PROCESSES

- › Communications between management and board members
- › Global collaboration with partners and customers
- › Project work involving several companies
- › Preparation of quarterly reports
- › Mergers and acquisitions
- › Real estate transaction lifecycle
- › Biotech outlicensing
- › and many more



WHAT'S A BRAINMARK?

Brainmark-Secured Document Delivery

A Brainmark-secured download delivers an automatically generated and protected version of a document to the user. The sender can select from the following security options:

- › The document is delivered as a simple but clearly marked print version with all edits removed.
- › The delivered version must include a personalized watermark.
- › The document is a read-only version that cannot be printed or forwarded to other people.

Clear Labeling of Printouts

Brainmark versions of documents are protected against changes and are clearly labeled with a unique identifier. This number enables the document to be tracked, even after it has been printed, copied or sent out.

SPECIFIC APPLICATIONS

Document Collections and Meeting Folders

Multiple documents to be used for meetings and decision making can be grouped together, edited and versioned in a document collection or meeting folder. The order in which they appear is freely configurable and users can add subheadings to groups of documents for easier navigation. The document collection can be easily sent from the data room and the recipient simply downloads the whole group as one file. The Brainmark version is downloaded as a group of documents that are sorted and include a table of contents.

Decision Making

Committees can vote on issues in writing, increasing efficiency and enabling them to adopt resolutions directly within the application. The results of all votes are tamper-proof and visible only to authorized users.



Proxies

Committee members can authorize proxies to act in their name. The audit trail tracks all actions and shows whether they were taken by the member or the proxy.

Questions and Answers (Q&A)

The Q&A module supports the configuration of question and answer processes during due diligence reviews. Corresponding role profiles and functions are also provided, and the various bidders

are completely invisible to one another. The Collaboration Center, search functions and reporting tools help the deal manager track new and previously answered questions.

Dataroom Index

The index lists all the items in the data room in chronological order. The list is fully configurable and can include the item's description, size, owner and other information. The result can be downloaded as a preconfigured Excel file.



ADMINISTRATION & CONFIGURATION

Globalization

In order to simplify collaboration between users located in countries with different languages and time zones, the Brainloop Secure Dataroom Service automatically detects the language and time settings of the user's work environment or browser when they register, and adjusts the display accordingly.

Dataroom Center

The Dataroom Center facilitates the management of data rooms, users, data room templates, logos and style sheets.

Data Room Templates

Application templates make it quick and easy to set up a new data room with preconfigured content and parameters, including specifications for roles, permissions, folder structures, and security and authentication policies.

Archive Export

An entire data room, including all documents, tasks, milestones and history, can be exported as an archive at the end of a project. Once downloaded, the archive can easily be opened with a browser.

Desktop Powertools

Integration with Outlook and the desktop are available if required. External data and/or applications can also be integrated via an XML web services interface.

DATAROOM OPERATION

Secure data center

The application is operated from certified data centers. Application and system administration tasks are rigorously separated, ensuring that documents can never be accessed by the service provider's IT staff.

Data Backup

The application makes a backup copy of the data room content once a week. These weekly backups are available online for 21 days. An optional daily backup is available if required.

User Help Desk

Data room users can access the user help desk 24/7. It is available in English and German.



System Requirements

Microsoft Internet Explorer (IE) version 7.0 or higher, or Mozilla Firefox version 3.6 or higher; cookie activation; and Microsoft Windows XP and Office XP or higher. All browser versions are only supported if one of the two latest Service Packs has been installed. IE 6.0 only includes limited functionality. Microsoft .NET Framework version 3.0 or higher is required for the use of the Desktop Powertools. Office 2003 or higher, plus the corresponding add-ons, is required for the integration of Microsoft Rights Management Services. The integration of Adobe LiveCycle requires Acrobat Reader 9.0 or higher, or Acrobat 9.1.



CONTACT

Brainloop, with offices in Boston and Munich, is the leading provider of Document Compliance Management solutions that enable customers to share confidential documents in a highly secure and traceable environment.

For more information please visit www.brainloop.com

Brainloop AG

Franziskanerstr. 14
81669 München · Deutschland
T: +49 (89) 444 699 0
info@brainloop.de
www.brainloop.de

Brainloop Inc.

One Broadway, 14th floor
Cambridge, MA 02142 · USA
T: +1 (800) 517 3171
info@brainloop.com
www.brainloop.com