

User Manual for basic functions

Document Archive (Documents/Dokumentit)

Files and folders are opened by clicking the left mouse button on top of their name. Files include dynamic watermarks and cannot usually be downloaded or printed. You can Subscribe to a file and/or folder in order to receive an e-mail every time it has been changed. This is done by right-clicking your mouse on top of the file or folder name and choosing "Subscribe/Aseta seuranta" from the dropdown menu.

Q&A Forum (Forum/Keskustelut)

Questions and Answers can be viewed by clicking on the thread title.

You can send new questions to the Seller. You can begin posting a new question by clicking the "New Thread / Uusi viestiketju" button at the Q&A Forum front page. You can reach the front page by clicking "Back / Takaisin" button at the top right corner of this page.

When typing a New Thread, you first need to choose the correct Forum from a dropdown menu (for example Buyer Candidate A Q&A). If your question is related to some document in the VDR, you can identify the document with its correct code (for example 01.03.) That makes it easier to find documents using the Search function on the top left corner. Type your question and click "OK".

You can reply questions by clicking "Create Posting/Luo viesti". By clicking "Subscribe/Aseta seuranta" you can get replies directly to your e-mail address. Once a question has been answered in a sufficient manner, term CLOSED / SULJETTU can be written to the end of the heading.

If you wish to receive all postings related to a Forum (for example Buyer Candidate A Q&A) to your e-mail address, you can do so by subscribing to the Forum. This is done by right-clicking on top of the Forum name in the left side of the screen and choosing "Subscribe/Aseta seuranta" from the drop-down menu.

You can notify users and/or user groups about Q&A postings by typing "@"-symbol and choosing those to be notified from the drop-down menu. If a desired user or group is not visible in the drop-down menu, start typing the user or group name to get more options. Those mentioned will receive an e-mail that include your original posting as well as a link to the posting.

Q&A Postings can be linked to documents in the document archive or documents in your own computer. Linking is done by clicking the corresponding text below the posting body-text field.