




# PHUNDEX GLOSSARY

At Phundex, we want to make things simple and streamlined. However, we know that getting to grips with the terminology for new tools and processes can sometimes be a bit challenging. Here we explain what we mean by some of the main terms you'll encounter as you use Phundex to manage your transactions and processes.


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# WHAT IS PHUNDEX?




Phundex is a centralised collaboration, transaction, process and data management hub, accessible by all of your stakeholders across the investment lifecycle but permissioned just the way you want. Think of Phundex as a combination of Trello, a due diligence/data room and a document signing facility, all on one platform.




Your processes and transactions can be configured using our pathways, stages and tasks, all linked to the relevant data and documents for your particular use. You can invite internal and external team members to work on these together on the platform.



You determine user, data and document permissions, while version control, audit history and real time status dashboards are standard features.



Designed with co-creator clients over the past two years, we've leveraged our experience with feedback from our beta users and built Phundex 1.0 to streamline how you work



**We're delighted to say that after 2 and a half years of research and development with clients using our beta platform and providing testing and feedback on our new platform at every stage of the way, Phundex 1.0 is here!**

# KEY ROLES & PRIMARY ACTIVITIES



## Phundex Administrator

The Phundex Administrator is the person with access to all aspects of the Phundex platform and who has the tools to configure settings & templates for Admins & Managers



## Phundex Administrator

- ✓ Set up Pathway Templates
- ✓ Manage platform settings
- ✓ Set up Subscription Plans
- ✓ Manage Clients



## Administrator

The Administrator is responsible for creating an organisation's Network by inviting people to be part of the Network



## Administrator

- ✓ Subscribe to a plan
- ✓ Invite users to their Network
- ✓ Activate/Deactivate users
- ✓ All Manager and Team Member functionalities



## Manager

Managers are responsible for organising and managing activities / processes and transactions. Typically they are team leaders / business heads or transaction managers



## Manager

- ✓ Create Pathways
- ✓ Add Team Members
- ✓ Assign Task/s and Due Dates
- ✓ All Team Member functionalities

# KEY ROLES & PRIMARY ACTIVITIES



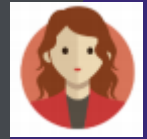
## Team Member

Team Members can be either internal to your business or external from outside the organisation. Regardless, they will be associated with particular deal(s) and within those, allocated tasks to perform



## Team Member

- ✓ Register to Phundex Platform
- ✓ Complete Tasks
- ✓ Update Task Forms
- ✓ Upload Documents
- ✓ Comment on Tasks
- ✓ Indicated Tasks as Complete



## Guest

External to the organisation, Guests have more of an 'ad hoc' involvement in Pathways and Tasks. Their input doesn't necessitate a permanent role in a team



## Guest

- ✓ Complete Tasks (without the need to login to Phundex)
- ✓ Typically provide information required by the Manager for a process or transaction

# KEY TERMS & DEFINITIONS

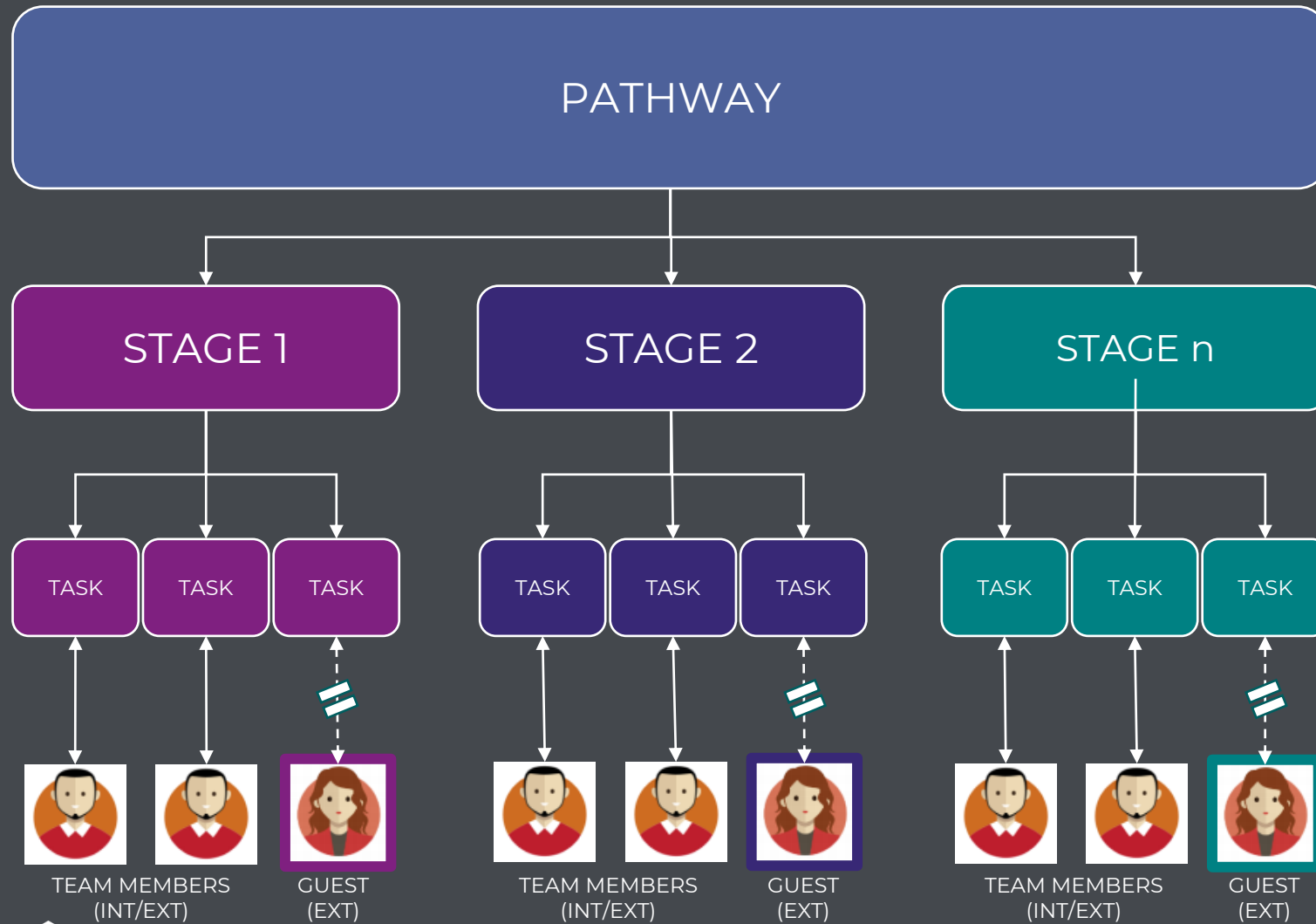
Term (User Roles))	Definition
<b>Network</b>	The users who are included in an organisations Phundex Subscription Plan. Invited to join the Network by the Administrator. Assigned a role as Administrator, Manager or Team Member by the Administrator when invited to the Network. May be an Active member of the Network, or may be in-active if no longer required as part of the Network
<b>Administrator</b>	The person(s) responsible for managing the Subscription Plan and assigning roles to members of the Network. Is also able to perform the same activities as a Manager or Team Member.
<b>Manager</b>	A person who manages a process or transaction, referred to as <b>Pathway</b> . The <b>Manager</b> sets up the Pathway with its <b>Stages</b> and <b>Tasks</b> , builds the Team from the organisations Network, assigns Tasks to Team Members and sets due dates. Is also able to perform all Team Member activities
<b>Team Member</b>	Team Member is assigned Tasks and is able to work on those Tasks, provide comments, update data and documents, and indicate when the Task is Complete
<b>Internal User</b>	Users from <b>within</b> an organisation who are likely to have the same email domain suffix (e.g. <a href="mailto:ANOther@phundex.com">ANOther@phundex.com</a> ). Can be created as Administrator, Manager or Team Members
<b>External User</b>	Users from <b>outside</b> the license holding organisation. Can only be created as a Team Members or Guests
<b>Approver</b>	A user able to <b>edit</b> and <b>approve</b> forms that are in either <b>draft</b> or <b>final</b> status ( <b>Task Level</b> )
<b>Contributor</b>	A user able to <b>edit</b> a form <b>draft</b> status ( <b>Task Level</b> ) but not approve a Task
<b>Participant Role</b>	This allows a user to <b>view</b> all Pathway details, documents & forms regardless of status ( <b>All Transactions</b> )
<b>Published View Role</b>	This role only allows a user to <b>view</b> documents & forms that have a status of <b>published</b> ( <b>All Transactions</b> )



# KEY TERMS & DEFINITIONS

Term (Pathways)	Definition
<b>Pathway</b>	A <b>Pathway</b> can be either a <b>transaction</b> or an <b>end-to-end process</b> . We define a Pathway as any series of activities that a team / group or department performs to complete its workload or undertake distinct projects or transactions
<b>Stage</b>	A Stage is a way to break down sections of the broader transactions or activities and group tasks together, helping to organise, coordinate and manage workloads in more contained, bite size chunks
<b>Task</b>	A task refers to a unique piece of work that needs to be performed in order to complete a given process end to end. A Task may require providing data in a <b>Task Form</b> , providing documents or completing attached documents
<b>Task Form</b>	A <b>Task Form</b> is an electronic form created to gather data for a Task. It may be provided as part of a Phundex Pathway Template or created by the Manager who sets up a Pathway.
<b>Task Document</b>	A <b>Task Document</b> is a <b>Document</b> provided as part of a <b>Task</b> in a Pathway. In a Phundex Template it is a document included for specific Tasks which is used to complete the Task. New Task Documents can be added at any time. They can be added directly into the <b>Data Room</b> , or included in a specific Task at any time. Where a Document is amended and uploaded to the Platform, an audit trail of changes and all previous versions will be stored and available for download.
<b>Data Room</b>	An secure area, with access limited to only those associated with the Pathway, where all information pertaining to that particular Pathway is stored. Information can be stored in a variety of forms (documents, spreadsheets, electronic forms, and PDFs and JPEG's. All Documents added to the Data Room are automatically scanned for viruses before being uploaded.
<b>Document Management and Signature</b>	Documents created as part of a Pathway can be sent directly from the Platform for electronic signature. . Documents in pdf format can be completed directly on the Platform Documents in Word must be downloaded for completion and then uploaded as a pdf to send for signature. Documents requiring signing can be sent directly from the platform for signature via an api to eversign, where you access your own account. Links are also available on the Platform for DocuSign and Hello Sign.
<b>Data Management</b>	Collect user-defined data required for document generation that is not part of the structured data managed by Venture, Deal and Party Management

# PATHWAY HIERARCHY



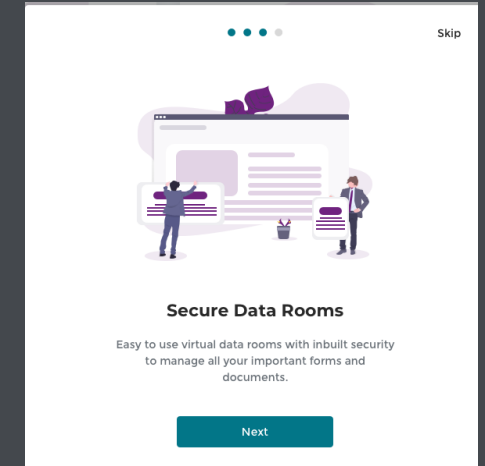
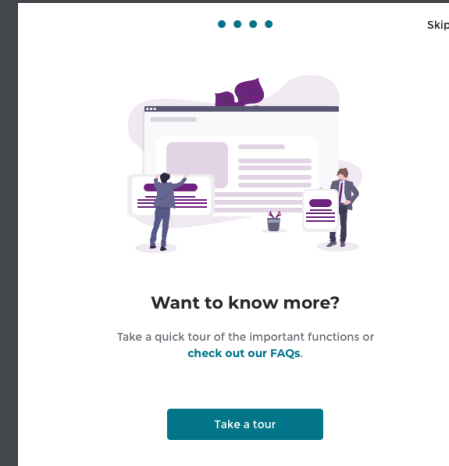
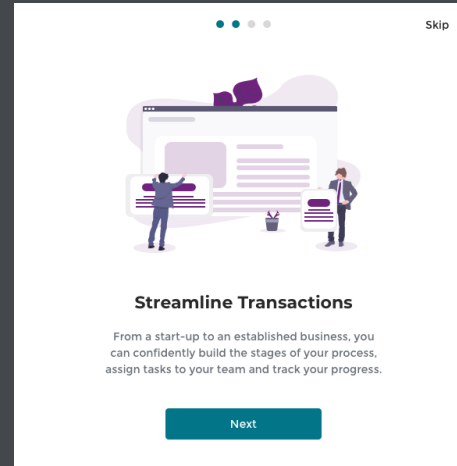
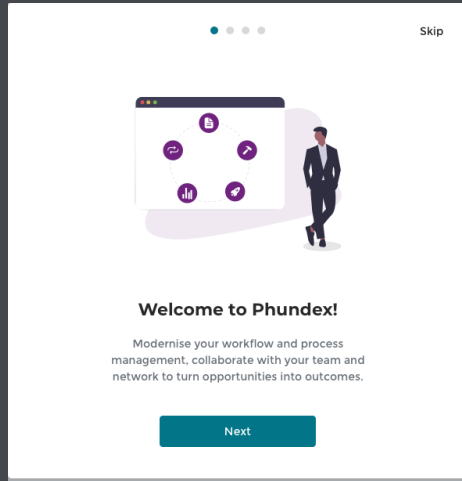
- ✓ Define the end to end pathway
- ✓ Assign network members to the Team
- ✓ Assign roles to those team members

- ✓ Break the Pathway down into distinguishable Stages
- ✓ Define Tasks within each of the Stages

- ✓ Identify each of the keyTasks within each Stage
- ✓ Order the Tasks into a logical sequence
- ✓ Define the requirements of each Task & allocate to Team Members

- ✓ Tasks are assigned to Team Members (internal / external) and Guests (external)
- ✓ Guests don't log into Phundex
- ✓ Tasks are performed and marked as complete for Approval

# ONLINE USER SUPPORT



The platform has built in hints & tips to help new users familiarise themselves with the tool and its functionality

