

# *DOCshare - manual*

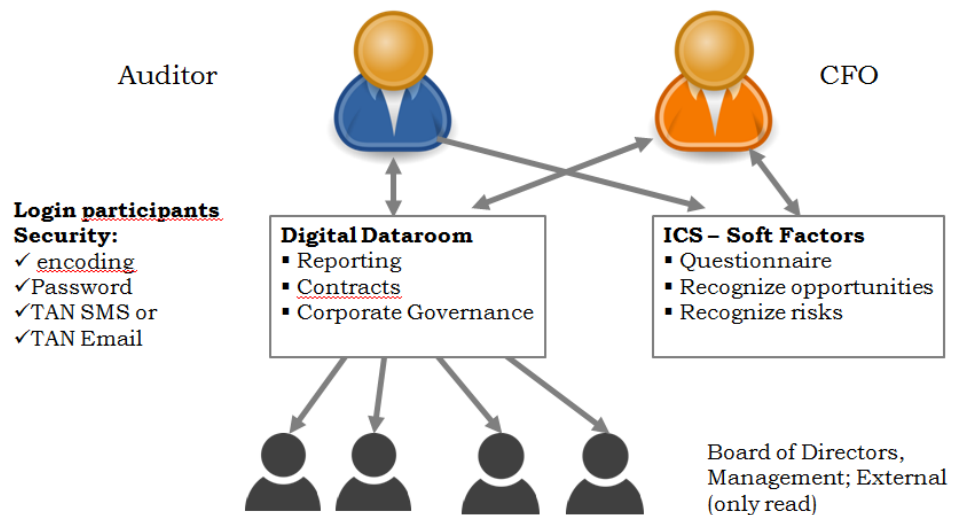
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# 1 DOCshare

## 1.1 DOCshare applications



With the module DOCshare you save time, costs and show competence!

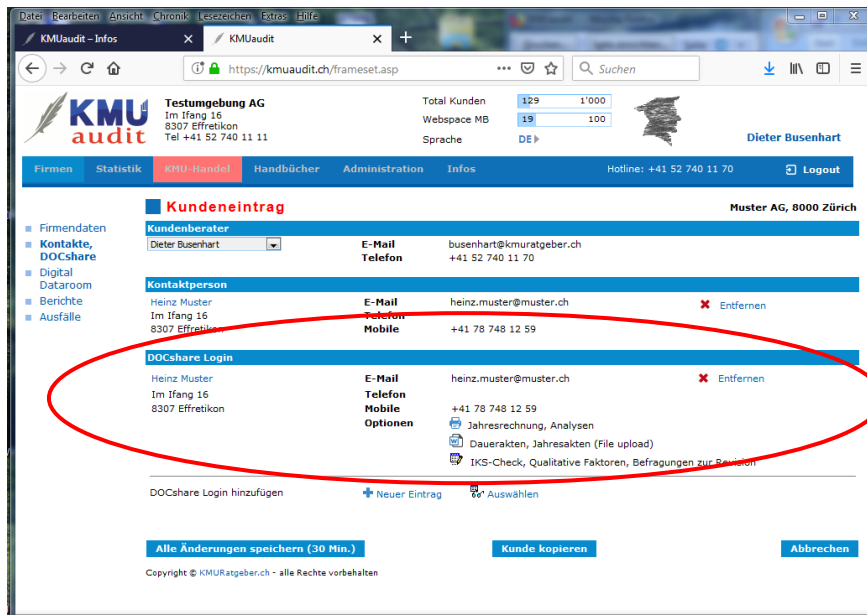
### DOCshare areas of application:

- Surveys in the revision
- ICS check in the revision (internal or external revision)
- Surveys of Qualitative Factors; Review / Rating (Company, management, services, market development)
- Secure exchange of documents (permanent files)
- Secure exchange of documents (annual files)
- Digital Dataroom for M & A prospects
- Digital Dataroom for board members
- Digital Dataroom for management

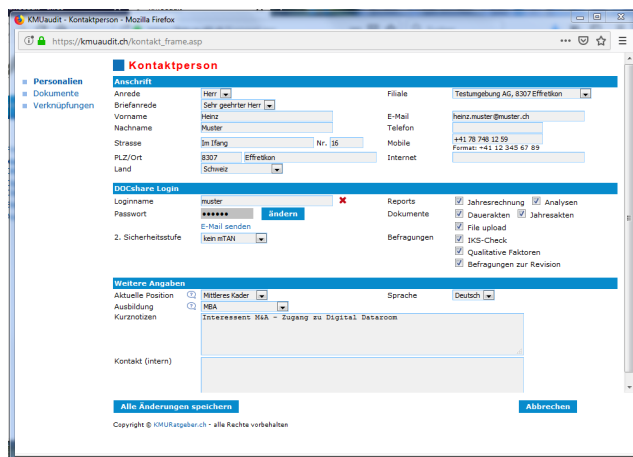
## 1.2 create DOCshare login

One or more DOCshare logins can be captured at the company. To do this, open the desired customers.

In the form of "Customer entry" left click "Contact DOCshare". Here, they manage the logins and the rights..



You can select an existing DOCshare contact, or create a new DOCshare contact.



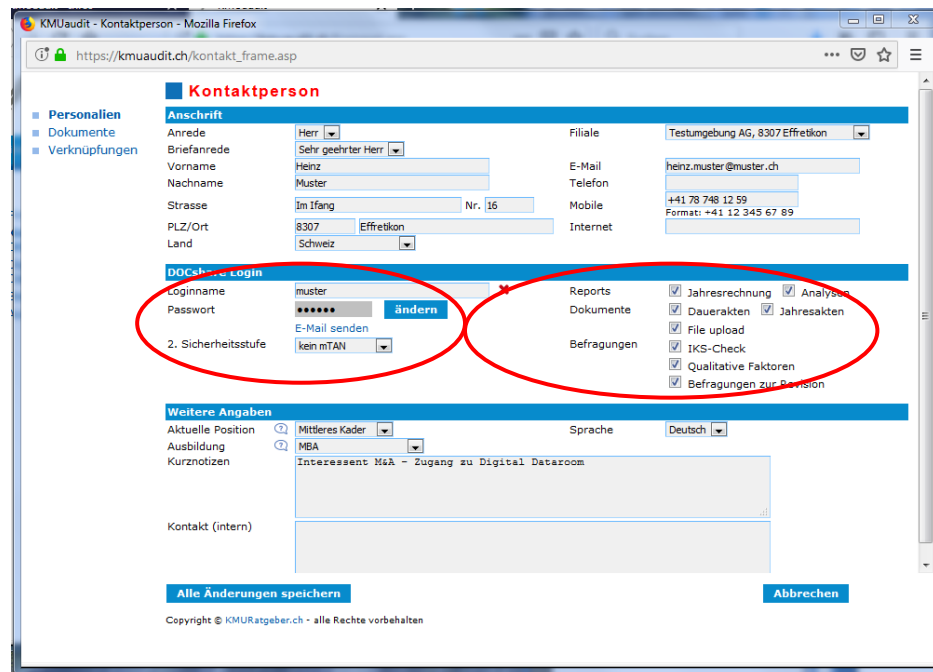
### 1.3 management DOCshare logins

Existing DOCshare logins are via the administration of "Contacts" managed.



In the Administration, you can edit the DOCshare contact:

- Send email with login data to the contact  
A second security level can be activated. Now a TAN will be sent to the DOCshare contact. The TAN is sent by SMS (registered mobile number) or by e-mail (registered e-mail address).
- Contact details, options for reporting, documents or surveys



- The contact can have their own documents such as CV, NDA, contracts, Emails ... are deposited, which are displayed under "Documents"
- The contact can be assigned to several companies. The assigned companies will be displayed under "Links"

## 1.4 DOCshare customer-Login

Click on Send E-Mail to email the login data to your contact.

**Kontaktperson**

**Anschrift**

Anrede	Herr	Filiale	Testumgebung AG, 8307 Effretikon
Briefanrede	Sehr geehrter Herr		
Vorname	Heinz	E-Mail	info@kmuaudit.ch
Nachname	Muster	Telefon	
Strasse	Im Ifang Nr. 16	Mobile	+41 78 748 12 59
PLZ/Ort	8307 Effretikon	Internet	Format: +41 12 345 67 89
Land	Schweiz		

**DOCshare Login**

Loginname	muster	✖	Reports	<input checked="" type="checkbox"/> Jahresrechnung	<input checked="" type="checkbox"/> Analysen
Passwort	•••••	<a href="#">ändern</a>	Dokumente	<input checked="" type="checkbox"/> Dauerakten	<input checked="" type="checkbox"/> Jahresakten
	<a href="#">E-Mail senden</a>			<input checked="" type="checkbox"/> File upload	

2. Sicherheitsstufe

**Weitere Angabe**

Aktuelle Position		Empfänger	info@kmuaudit.ch
Ausbildung			
Kurznotizen			
Kontakt (intern)			

**Alle Änderung**

Copyright © KMURatgeber

**KMUaudit - Infomail Login DOCshare**

https://kmuaudit.ch/SendUserMail.asp?t=KLO&n=1

Betreff: KMUaudit.ch - Login DOCshare Empfänger info@kmuaudit.ch

Mailtext

Sehr geehrte/r Frau/Herr **Heinz Muster**

Für Sie wurde ein DOCshare Login bei KMUaudit.ch erstellt.

Login: <https://www.kmuaudit.ch/start/Access.asp>

Firma: **kmuaudit**

Benutzer: **muster**

Passwort: **muster**

Weitere Informationen zu DOCshare finden sie hier:  
<https://www.kmuaudit.ch/docs/KMUaudit-KMUshare.pdf>

[E-Mail senden](#) [Abbrechen](#)

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The contact receives an email and can use the link and login parameters in DOCshare to dial in and view / record data.

Perform your Business

DEU FRA ITA ENG
Webpace MB  100
Sprache DE
Heinz Muster

Entreprise

Utilisateur

Mot de passe

[Login](#)

Mot de passe oublié? Envoyez-nous les informations suivantes et vous recevrez votre mot de passe par e-mail:

Entreprise

E-Mail

[Envoyer](#)

**DOCshare**

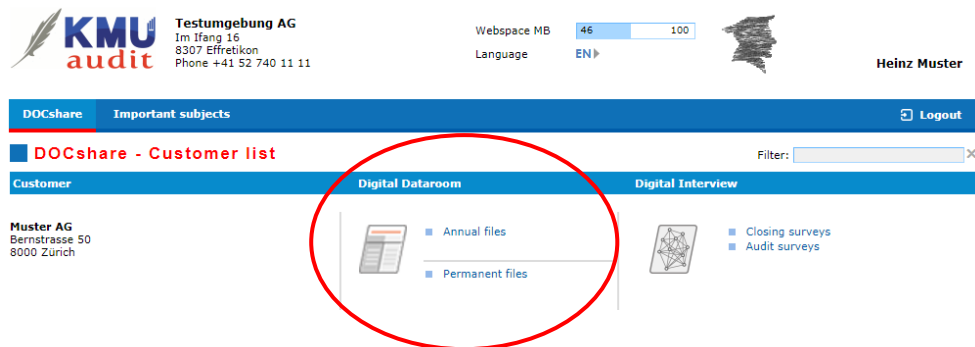
**Wichtige Themen**

**KMUshare - Kundenliste**

Filter:

Kunde	Reports	Dauerakten	Jahresakten
<b>Muster AG</b> Bernstrasse 50 8000 Zürich			
<b>Musterkonzern</b> Im Ifang 16 8307 Effretikon			

## 2 DMS, document management system



### 2.1 Digital Dataroom – going files

In DOCshare documents can be uploaded in the cloud, which are visible to other internal and external users with the appropriate authorization (Digital Dataroom).

- DOCshare user (service provider / internal)
- DOCshare user (customer / external)
- DOCshare users only read rights (M & A prospects)

## 2.1.1 Management of documents

Documents from the service provider

- - DOCshare contacts with mutation rights
- Documents only reading rights
- DOCshare contacts with reading rights

The screenshot displays the DOCshare web interface. The top navigation bar includes 'Kundeneintrag' and 'Muster AG, 8000 Zürich'. Below this, there are tabs for 'Reporting', 'Verträge', and 'Corporate Governance', along with a filter for 'Alle Dokumente'. A table lists various documents with columns for 'Bezeichnung', 'Beschreibung', and 'Datei'. An arrow points from the 'Datei' column to a detailed view window titled 'KMUshare - Dokument-Eintrag'. This window shows fields for 'Titel', 'Datei', and 'Beschreibung', along with a 'Reihenfolge' dropdown and 'Datei hochladen/Wischen' button. The 'Datei' field contains 'Statuten GmbH 02.pdf' and the 'Beschreibung' field contains 'Statuten GmbH Statuten'. The interface also includes a sidebar with navigation options like 'Firmendaten', 'Kontakte', and 'Digital Dataroom'.

Types of documents:

- Reporting
- contracts
- Corporate Governance

DOCshare logs the date, file name, and the user who uploaded the file.

Under the heading "All documents" the user can view all documents compactly.

## 2.2 Digital Dataroom – annual filing

The DOCshare contact can upload the annual files. According to the annual financial statements, the data room is divided into assets, liabilities and income statements. Additional documents can also be uploaded.

The screenshot shows the DOCshare interface for 'Digital Dataroom - Jahresakten'. The 'Digital Interview' menu item is circled in red. The main content area displays a table of documents under the heading 'Forderungen aus Lieferung/Leistungen' and 'Vorräte, nicht fakt. Leistungen'. The table has columns for 'Bezeichnung', 'Beschreibung', and 'Datei'. The documents listed are:

Bezeichnung	Beschreibung	Datei
<b>Forderungen aus Lieferung/Leistungen</b>		
<b>Checkliste Abschluss - Bilanzpositionen - Befragungen</b>		
Debitorenliste.pdf	Hochgeladen am: 18.09.2019 durch Heinz Muster	[Icon]
Übersicht Debitoren.xlsx	Hochgeladen am: 18.09.2019 durch Heinz Muster	[Icon]
<b>Vorräte, nicht fakt. Leistungen</b>		
<b>Checkliste Abschluss - Bilanzpositionen - Befragungen</b>		
Liste-Inventar-1.xlsx	Hochgeladen am: 18.09.2019 durch Heinz Muster	[Icon]

Below the table, there is a section titled 'Wählen Sie bitte das Konto aus wofür Sie ein Dokument hochladen möchten:' with a list of account types:

- Flüssige Mittel
- Forderungen aus Lieferung/Leistungen
- Übrige kurzfristige Forderungen
- Aktive Rechnungsabgrenzung
- Vorräte, nicht fakt. Leistungen
- Finanzanlagen
- Sachanlagen
- Immaterielle Anlagen

If the DOCshare user uploads documents (degree, revision or ICS) in the area of digital interview, these are listed in the relevant sections of the annual files.



## 3 Digitale Signatur

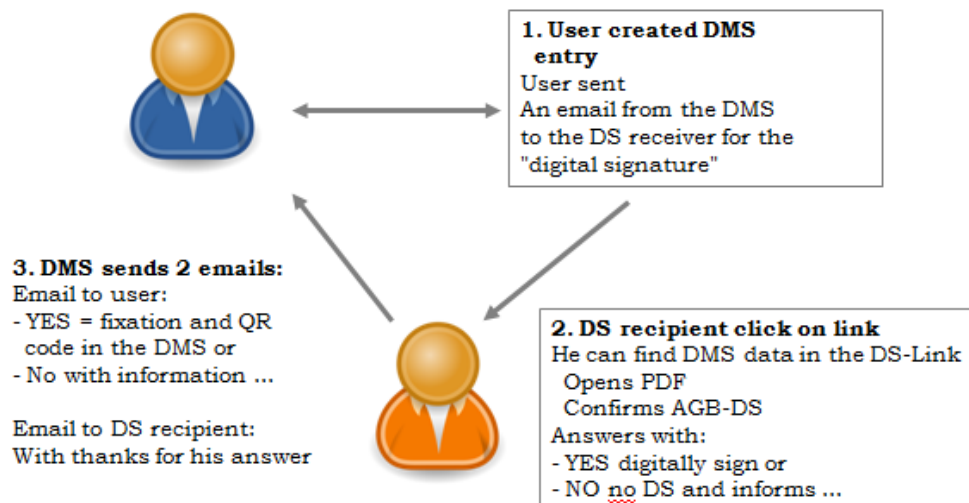
### 3.1 Operation area Digital Signature

The digital signature is integrated in the DMS and can be used in all modules of the DMS:

- **Permanent files;**  
Reporting, contracts or corporate governance
- **Annual files;**  
Assets, liabilities, income statement, other documents or revision
- **Administration;**  
Users, contacts or branches

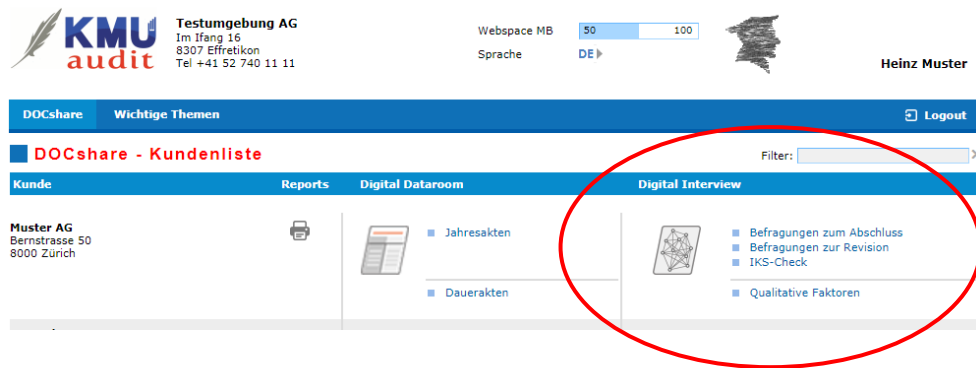
### 3.2 Process Digital Signature

1. User creates DMS entry and activates digital signature
2. Recipient signs or rejects
3. The decision is noted in the DMS and, if signed, data is fixed and can no longer be changed. In addition, a QR code is generated and stored in the DMS



The processes are described in detail in the Digital Signature manual.

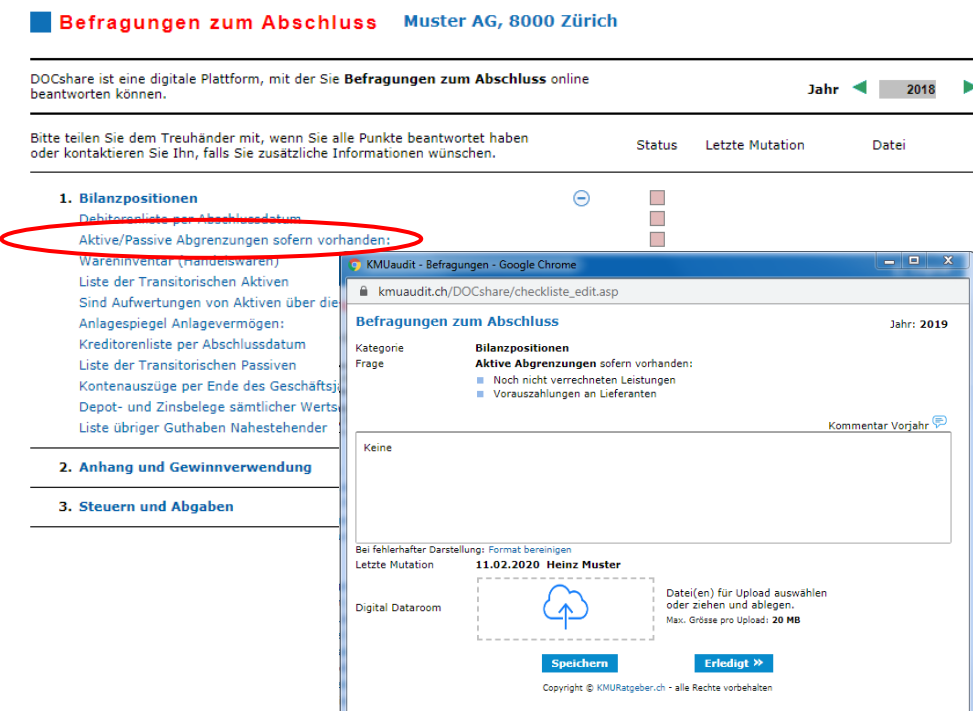
## 4 Digital Interview



### 4.1 Surveys on the annual accounts

The trustee creates the legally compliant financial statements. Important information must be obtained from the customer. The trustee can obtain this information from the customer via DOCshare, through surveys at the end in the following areas: balance sheet items, notes / profit appropriation and taxes / duties.

The customer clicks on the survey and records his answers. He can attach documents as required.



## 4.2 Surveys on the revision

In the revision there are test points in the category surveys. These are test points that the auditor discusses with the CFO. This process is shown digitally here. The auditor saves time, shows competence and receives audit-proof and logged answers.

The DOCshare contact (CFO) answers the surveys on the computer and can upload additional information / files if necessary. The auditor reviews the information and confirms the inspection point with the date. Acknowledged test points are fixed and the DOCshare user can no longer correct his assessment afterwards.

**Befragungen zur Revision** Muster AG, 8000 Zürich

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DOCshare ist eine digitale Plattform, mit der Sie **Befragungen in der Revision** online beantworten können. Jahr ◀ 2017 ▶

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Bitte teilen Sie dem Revisor mit, wenn Sie alle Punkte beantwortet haben oder kontaktieren Sie ihn, falls Sie zusätzliche Informationen wünschen.

	Status	Letzte Mutation	Datei
<b>1. Allgemeine Prüfungen</b> Befragung ob allfällige Änderungen in der Darstellung der Jahresrechnung oder der Bewertungsgrundsätze vorgenommen worden sind. Wiederkehrender Prüfpunkt in der Darstellung: - Eigenkapital ...	⊖ ✓ [i]	07.03.2019	
	[i]	27.02.2019	[i]
<b>2. Prüfung der Unternehmensfortführung</b>	⊕ ✓		

### 4.3 ICS-Check

The structure of the ICS depends on the size of the company, the complexity and the risk profile. The ICS and information on the risk assessment must be adjusted accordingly.

- Financial reporting  
Rating, analytics and financial indicators with industry comparison
- ICS Check digital question catalog, consists of:
  - 11 exam areas
  - 122 detailed questions

**IKS Check - Fragebogen** Muster AG, 8000 Zürich

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DOCshare ist eine digitale Plattform, mit der Sie Ihr IKS (Internes **Fragebogen pendenz** Kontrollsystem) online erstellen können. Jahr 2018

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Bitte teilen Sie dem Revisor mit, wenn Sie alle Punkte beantwortet haben oder kontaktieren Sie ihn, falls Sie zusätzliche Informationen wünschen. Ja Nein NM Pendenz

1. Aufbauorganisation			Von	Bis	
1.01	Existiert ein Organigramm in schriftlicher Form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...					
1.02	Sind die Verantwortlichkeiten eindeutig geregelt und schriftlich festgehalten?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.04	Sind die einzelnen Kontrollen und ihr Ineinandergreifen in einem Flow-Chart oder in anderer Form schriftlich dargestellt?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1.05	Werden die Übersichten über die Aufbauorganisation mindestens Jährlich aktualisiert?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.06	Gibt es Stellen- oder Funktionsbeschreibungen (Aufgaben, Verantwortungsbereich, Stellvertretung)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.07	Sind die Regelungen des internen Kommunikationsflusses (organisatorisch, Stellvertretung) beschrieben?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Kommentar ...</a>		27.02.2019		26.02.2019	

Click on a category or on the + to display the related questions. Once opened, categories remain open until you close them again or until the revision year is changed.

Every question must be answered with yes, no or NA (not applicable). If all questions in a category have been answered, the corresponding ticks are displayed in the category title.

Any number of comments and / or pending issues can be recorded for each question. To do this, press the blue cross to the right of the question.

A document can be deposited for each remark / pending. If this is the case, a corresponding symbol is displayed. By clicking on the symbol, the deposited document can be viewed.

## 4.4 Qualitative factors

Behind the qualitative factors is a digital questionnaire, which can be answered by DOCshare users or by the consultant in dialogue with the customer.

The qualitative factors are interesting in the course of a company valuation, restructuring or reorganization of a company.

The qualitative factors are divided into:

- Companies
- management
- Product / services
- market development

With the digital questionnaire you will learn additional important information about the company with the aim of recognizing strengths as well as possible weaknesses / risks.

**Qualitative Faktoren**
Muster AG, 8000 Zürich

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DOCshare ist eine digitale Plattform, mit der Sie Ihre **Qualitativen Faktoren** online erfassen können. Bitte teilen Sie dem Berater mit, wenn Sie alle Punkte beantwortet haben oder kontaktieren Sie ihn, falls Sie zusätzliche Informationen wünschen.

Unternehmen
Management
Produkt / Dienstleistung
Marktentwicklung

**Fragebogen zur Bewertung - Unternehmen**

Prio	Frage	+	Status	Antwort
	<b>A Organisation</b>	⊖	■	
	Besteht ein aktuelles Organigramm? Wenn Ja bitte hochladen unter Digital Dataroom / Corporate Governance.	🗨️		<input checked="" type="radio"/> ja <input type="radio"/> nein
	Besteht eine schriftliche Geschäftsstrategie? Wenn Ja bitte hochladen unter Digital Dataroom / Corporate Governance.	🗨️		<input checked="" type="radio"/> ja <input type="radio"/> nein
	In welchem Intervall werden die Ziele der Geschäftsstrategie gemessen	🗨️		<input type="radio"/> Monat/Quartal <input type="radio"/> Jahr <input checked="" type="radio"/> >Jahr
	Besteht eine gültige Zielvereinbarungen mit der Geschäftsleitung?	🗨️		<input type="radio"/> ja <input checked="" type="radio"/> nein
	Partizipiert die Geschäftsleitung am Erfolg (variable Lohnkomponente)?	🗨️		<input type="radio"/> ja <input checked="" type="radio"/> nein
	Bestehen Stellenbeschreibungen für die Mitarbeitenden?	🗨️		<input checked="" type="radio"/> ja <input type="radio"/> nein
	Partizipieren die Mitarbeitenden am Erfolg (variable Lohnkomponente)?	🗨️		<input type="radio"/> ja <input checked="" type="radio"/> nein
	<b>Qualitätssicherung</b>	⊕	■	
	<b>Informatik</b>	⊕	■	
	<b>B Risiko Management</b>	⊕	■	<input checked="" type="checkbox"/> N/A

Zurück