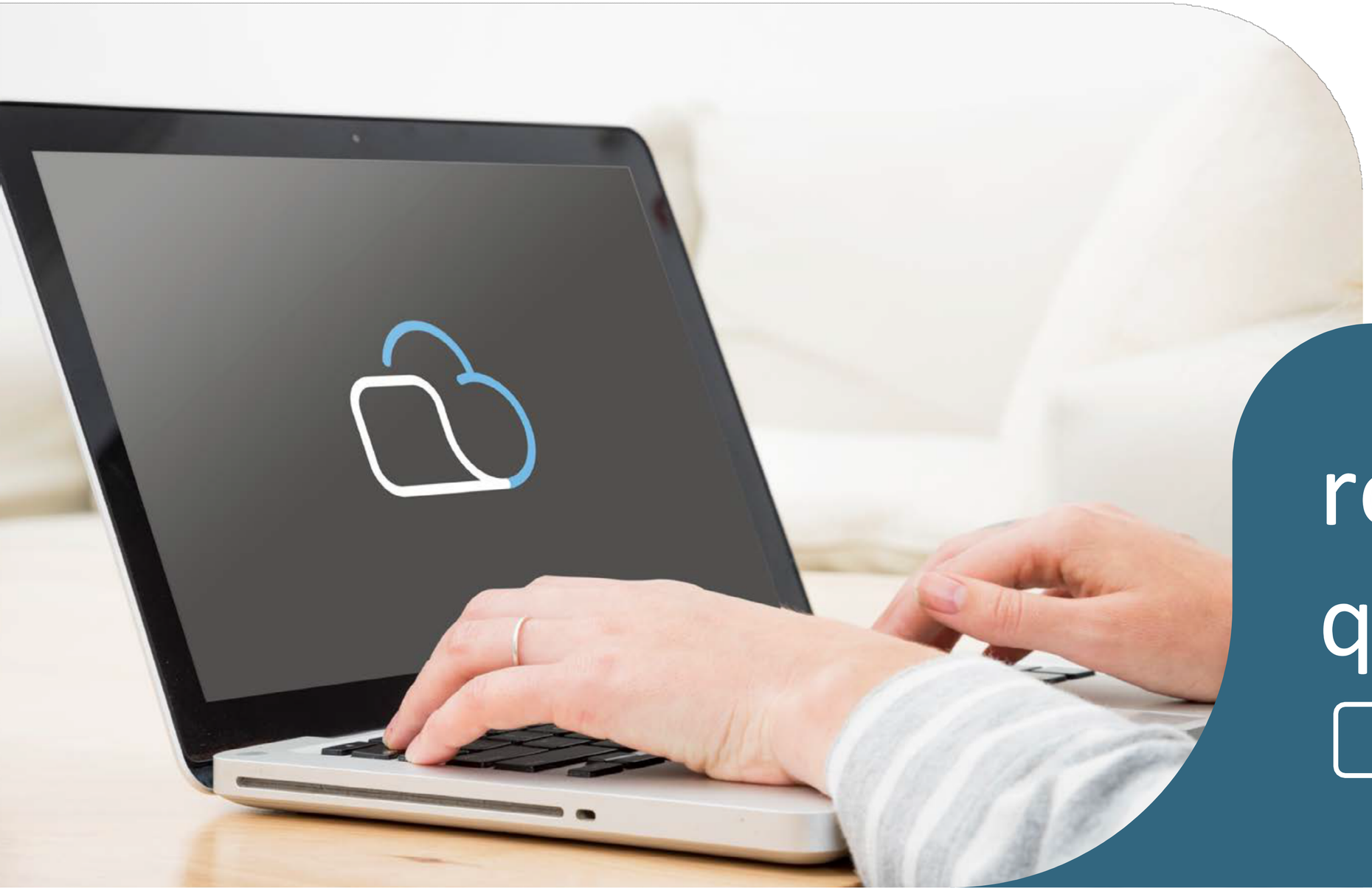
revio cloudroom:z

LUFIDAREVISION



room:z quickstart

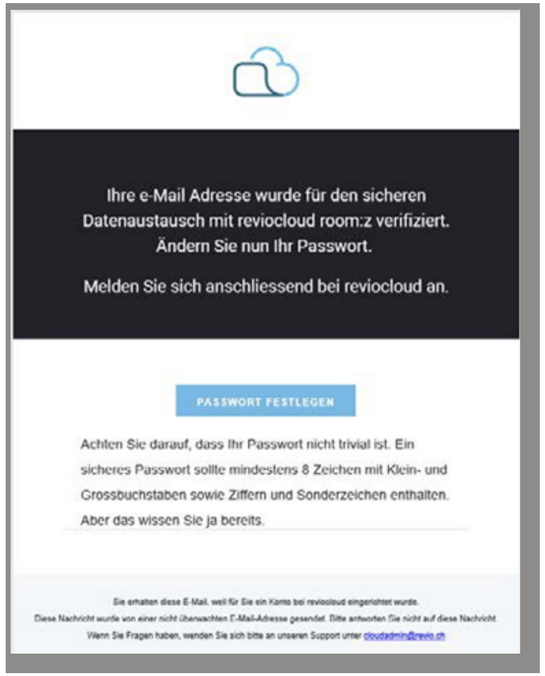
Start →

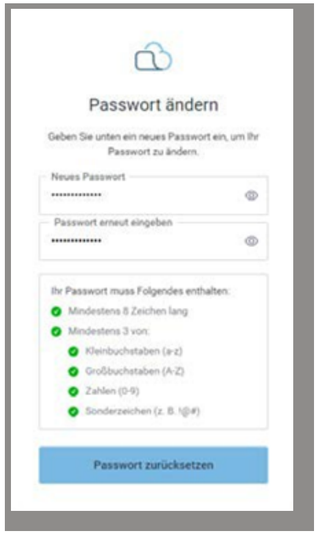
Activation

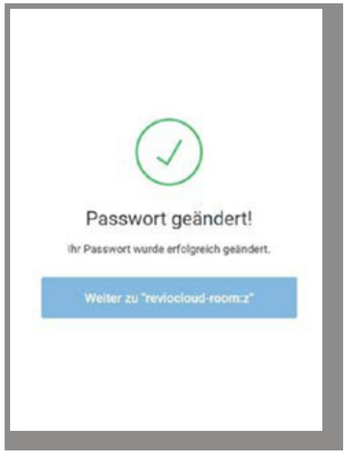
You will receive an invitation email from us if you have been invited to collaborate in the reviocloud.

Click on «Set password» in the mail and you will be directed to reviocloud to set your initial password.

Then click on «Continue to reviocloud-room:z» to log in to the reviocloud and set up the two-factor authentication.


Ihre e-Mail Adresse wurde für den sicheren Datenaustausch mit reviocloud room:z verifiziert.
Ändern Sie nun Ihr Passwort.
Melden Sie sich anschliessend bei reviocloud an.
PASSWORT FESTLEGEN
Achten Sie darauf, dass Ihr Passwort nicht trivial ist. Ein sicheres Passwort sollte mindestens 8 Zeichen mit Klein- und Grossbuchstaben sowie Ziffern und Sonderzeichen enthalten. Aber das wissen Sie ja bereits.
Sie erhalten diese E-Mail, weil für Sie ein Konto bei reviocloud eingerichtet wurde.
Diese Nachricht wurde von einer nicht überwachten E-Mail-Adresse gesendet. Bitte antworten Sie nicht auf diese Nachricht.
Wenn Sie Fragen haben, wenden Sie sich bitte an unseren Support unter cloudadmin@revio.ch


Passwort ändern
Geben Sie unten ein neues Passwort ein, um Ihr Passwort zu ändern.
Neues Passwort
Passwort erneut eingeben
Ihr Passwort muss Folgendes enthalten:
Mindestens 8 Zeichen lang
Mindestens 3 von:
Kleinbuchstaben (a-z)
Großbuchstaben (A-Z)
Zahlen (0-9)
Sonderzeichen (z. B. !@#)
Passwort zurücksetzen


Passwort geändert!
Ihr Passwort wurde erfolgreich geändert.
Weiter zu "reviocloud-room:z"

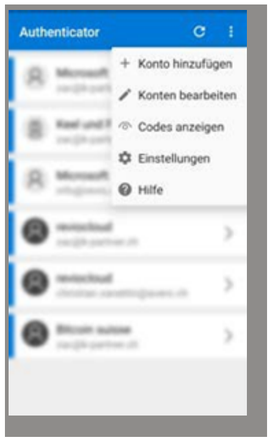
Two-factor authentication

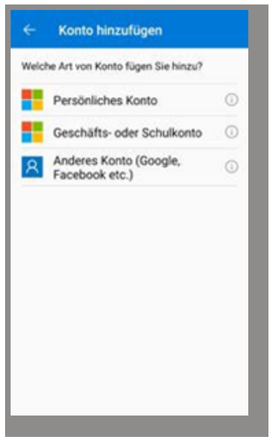
Now download the Microsoft Authenticator or the Google Authenticator from the Play Store for Android or the App Store for iPhone onto your smartphone.

Microsoft Authenticator

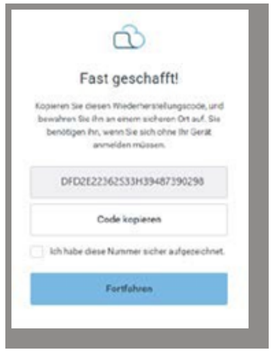
Google Authticator

Add the security account for reviocloud room:z to the Authentificator app. To do this, select «Add account», «Other account».



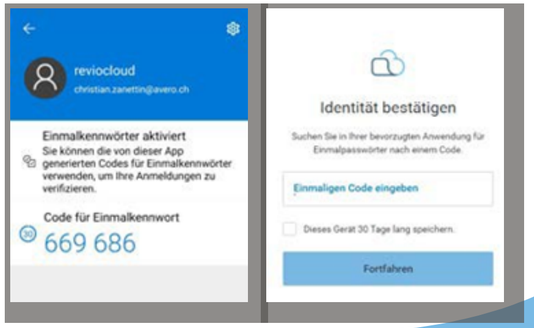


Now scan the QR code that is displayed on reviocloud. Save the displayed recovery code in a safe place.



You've done it! Now you can log in to reviocloud.ch with your email address and password. Complete the login with the «code for one-time password» from your Authenticator app if you are from reviocloud

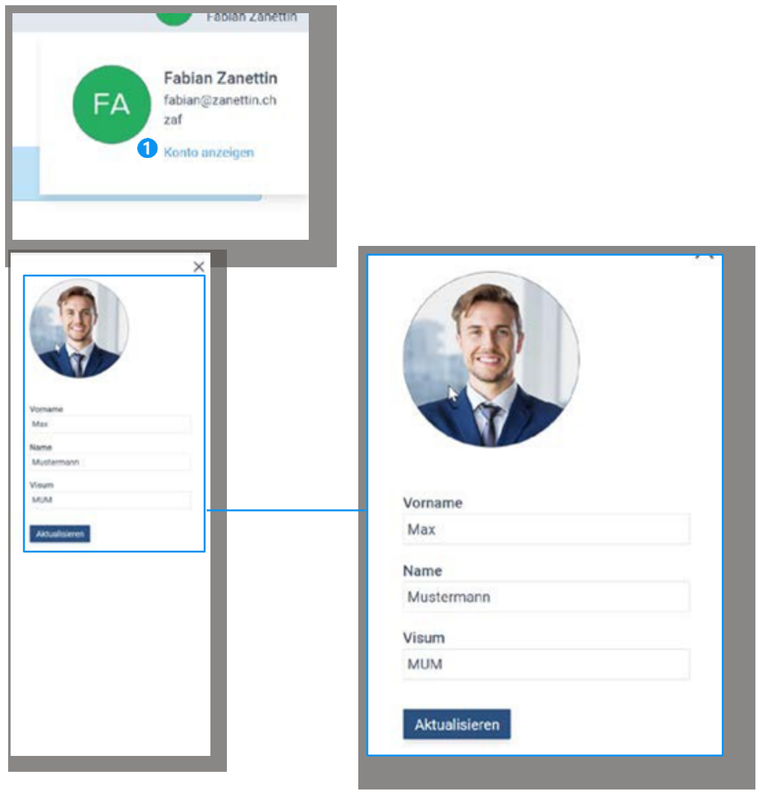
be requested to do so.



First steps

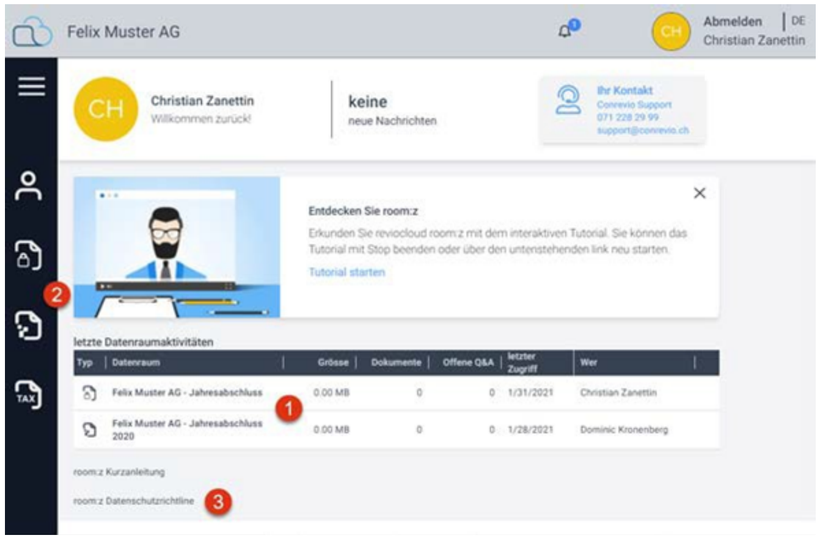
Personal settings

You will see your login on the top right-hand side of the screen. Click on your name to display your profile. Under 1 «Show account» you could then define your visa and upload a profile picture or change your password.



Back to the main overview

Now navigate back to the main overview.

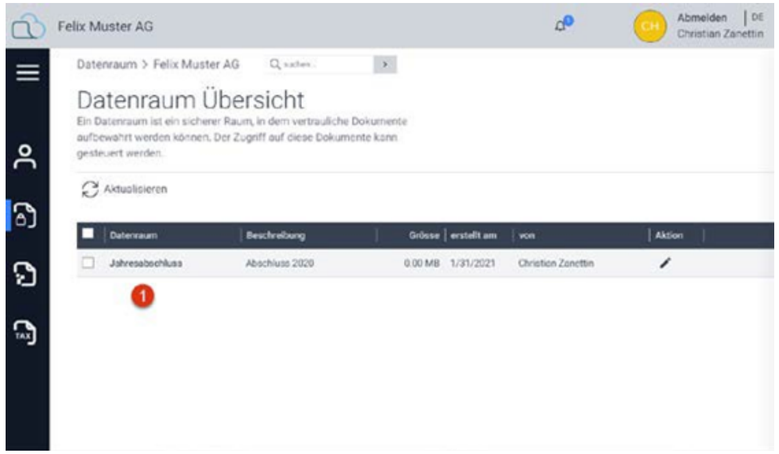


In the area «Last data room activities» 1 you can go directly to the last edited data room. Alternatively, you can find the data rooms in the navigation bar 2. The brief instructions and the current data room protection policy can be downloaded as a PDF at the bottom of the page 3. Click on the logo of the data room operator to return to this view.

The data room

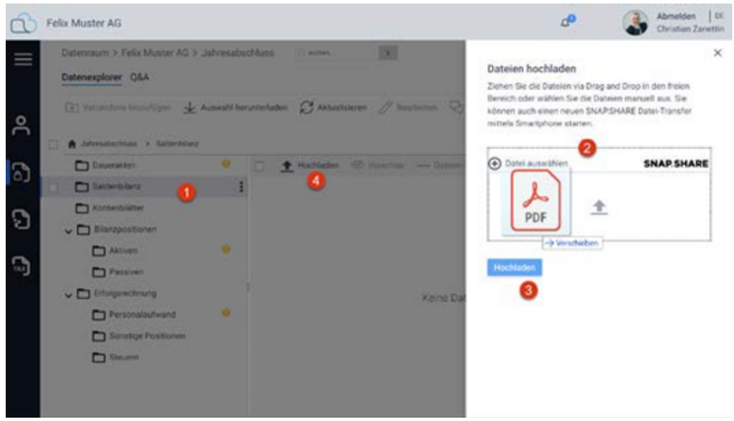
Open data room

Open the desired data room by clicking on the designation ❶. The type of data room (free data room, audit files, tax files) is determined by the data room operator.



Data exchange with room:z Data Explorer

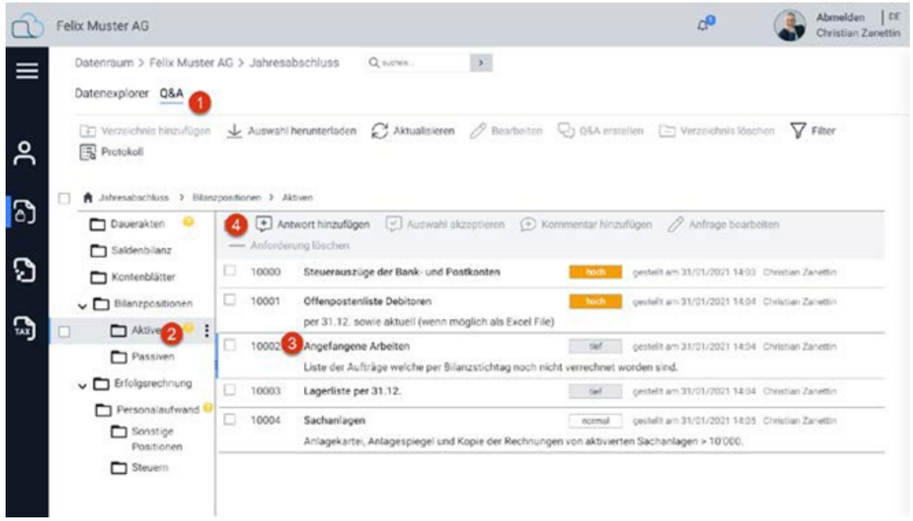
There are two ways to add data to the room:z data room. For the first option, select the «Data explorer» tab and select the desired directory ❶ where the data is to be stored. Drag and drop one or more files onto the browser window. The upload panel is displayed.



Drag the files onto the displayed transfer field ❷ and start the transfer with «upload» ❸.
Alternatively, the upload panel can also be opened via the icon ❹ «upload» can be displayed.

Data exchange via Q&A

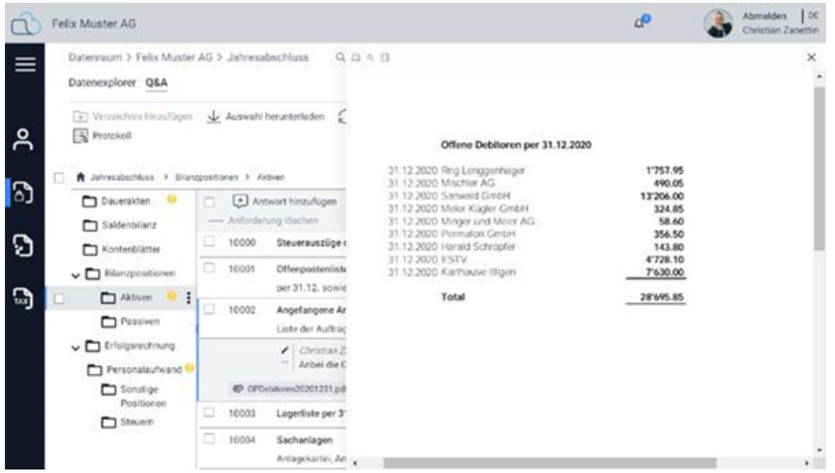
In more complex data rooms, the data room operator may have added questions (Q&A) to the directory entries. You can also upload attachments via an answer in the Q&A area 1.



Select a directory with a question mark, behind it are the questions which are displayed by clicking on the question mark 2. Now select the entry to be answered 3 and click on the function «Add answer» 4.
Answer the question and upload the files as shown on the described on the previous page.

Preview uploaded documents

The file that was uploaded can be displayed by clicking on the letter bracket symbol (if it is a PDF file).

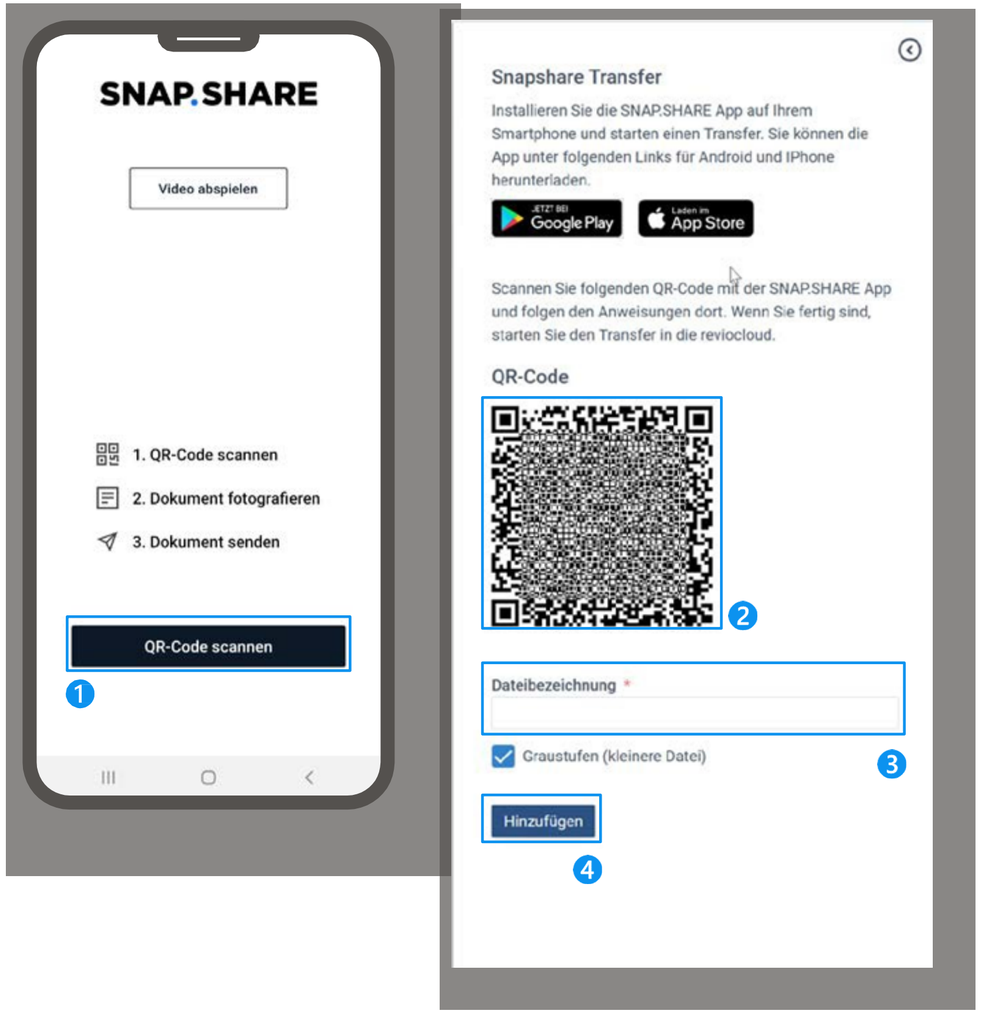


The window that appears can be closed with close symbol (top right).

Data upload with SNAP.SHARE

If the file to be uploaded is not yet available in electronic form, you can also take a photo of it with the smartphone app «SNAP.SHARE» and upload it.

With the help of SNAP.SHARE, data can be easily scanned with a mobile phone and then sent to room:z. To do this, install the SNAP.SHARE app on your smartphone.

To scan a document, select the SNAP.SHARE logo in the upload window. ❶ Now scan the ❷ QR code with the SNAP.SHARE app. Take a picture of the desired document and select «Send document».

Now return to room:z and enter a ❸ file name. Then select the control panel ❹ «Add» and then «Add».