


Quick Start Guide:

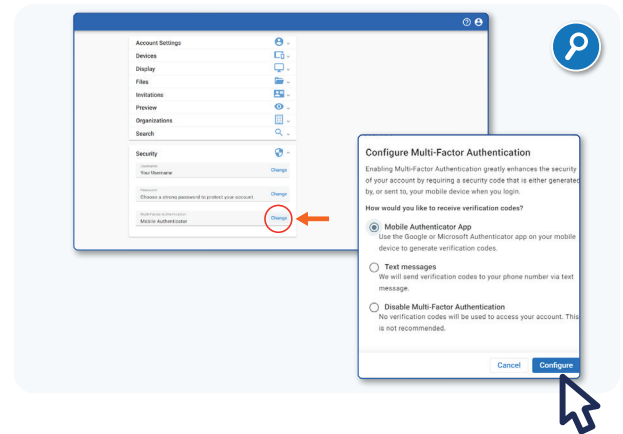
Get Started with Sys.tm[®] in Five Minutes

Welcome to Sys.tm: Digitech Systems' intelligent information management platform. You'll be amazed to see just how easy it is to use. Follow these steps to get your organization up and running with Sysm in just five minutes!


1 Setup Multi-Factor-Authentication (MFA):

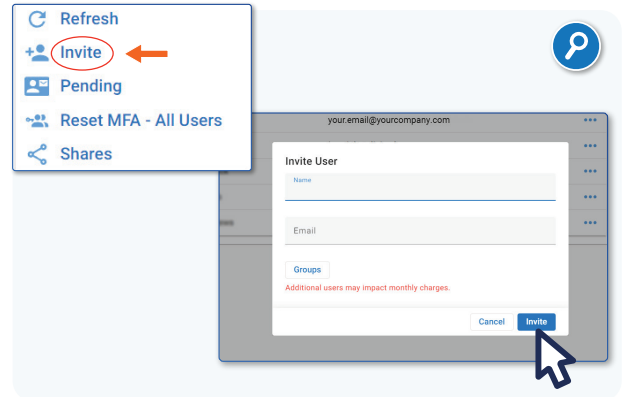
Strengthen the security of your Sysm account by setting up MFA in the Settings window. You can use the Google or Microsoft MFA App or opt for text message verification.

In the top right corner of Sys.tm Dashboard, click the User icon (), choose 'Settings' in the dropdown menu, then click 'Security'. Click the 'Change' button next to Multi Factor Authentication.



2 Invite Your Team to Your Organization:

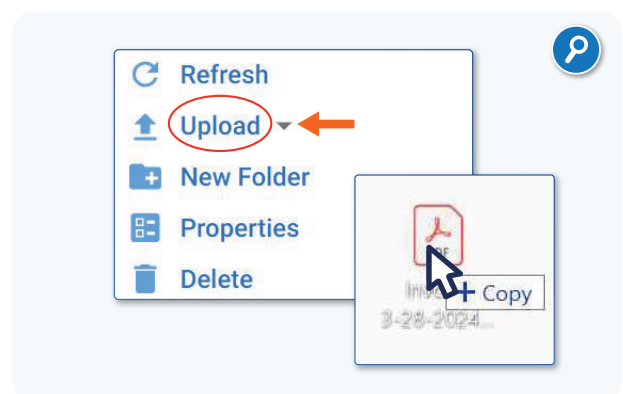
Ready to add additional users to your Sys.tm organization? In the top right corner of the Sys.tm dashboard, click the User icon (). Choose 'Users and Groups' in the dropdown. On the Users and Groups screen, click 'Invite', and enter the user's name and email address to send an invitation.



3 Upload Files or Folders:

There are a few different methods to easily import your data into Sys.tm:

1. Create a folder by clicking 'Files' in your Sys.tm Dashboard. On the left, click 'new folder'. Within the folder, drag and drop files or folders to upload to Sys.tm.
2. Within a folder, click 'Upload' on the right hand side and click 'Basic'. Drag and drop files or folders from Windows File Explorer to upload.

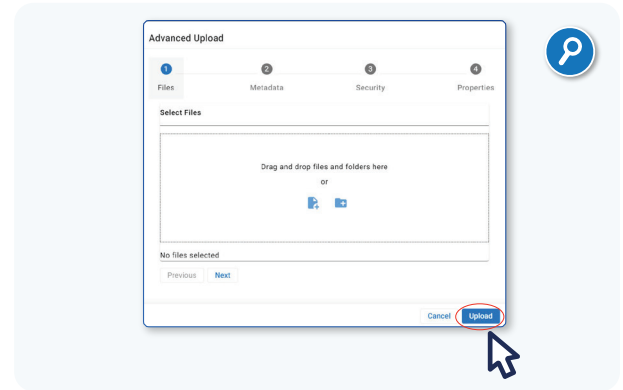


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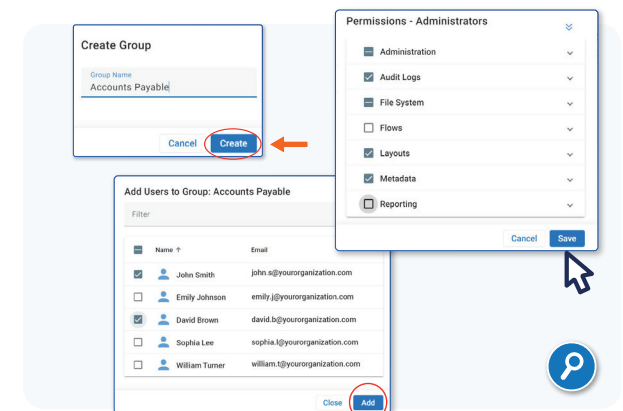
3 Upload Files or Folders (Continued)

- Advanced Upload: Click 'Upload' on the right hand side and click 'Advanced'. Click 'Next', and then you can set the properties for the items you want to upload.



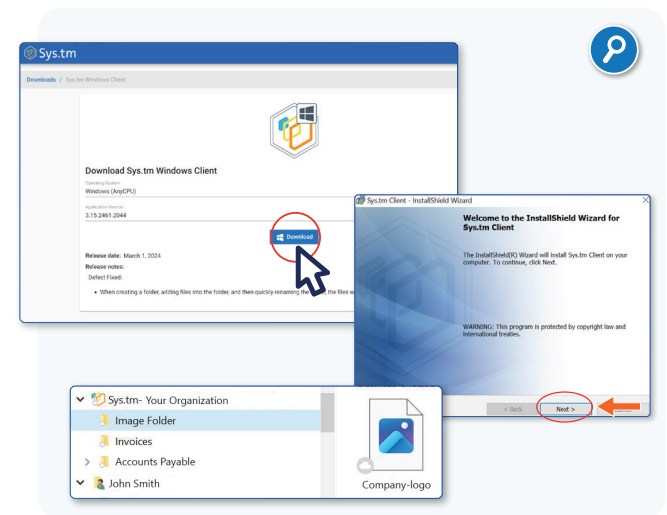
4 Create a User Group:

- On the Sys.tm Dashboard, click 'Users and Groups' in the menu on the left. Click the 'Groups' tab, then click 'Create'. Name the new group, then click 'Save'. Click the elipsis icon (⋮) to the right of the new group. Click 'Members' and select users to add to the group. Click 'Save'. Click the elipsis icon, then 'Permissions' to set permissions for the new group's members.



5 Download Sys.tm Windows Client:

- Click "Downloads" on the left side of your Sys.tm Dashboard. Click "Windows Client" and then click "Download".
- Run the downloaded file to open InstallShield Wizard. Click "Next" and agree to terms and conditions to install.
- Launch Sys.tm Windows Client and sign in with your Sys.tm account.
- That's it! Now all of your Sys.tm files and folders are synced and accessible from Windows File Explorer.



For more information about Sys.tm Windows Client, see the user guide at docs.sys.tm

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Get Product Support:

Digitech Systems takes great pride in providing software that is simple to use, feature-rich, and flexible in architecture and integration capabilities.

If you experience any difficulty, please contact us toll free at **(866) 369-3569** or direct at **(402) 484-7777**.

Additionally, you may contact us at support@sys.tm.

Our technical support staff is available to serve you between the hours of 8:00 AM and 6:00 PM Central Time.



Additional Resources to Answer Your Questions or Resolve Any Issues:

MyDSI – An interactive tool for all Digitech Systems customers. Log in to MyDSI at mydsi.digitechsystems.com to download product updates, license purchased software, and check the status of your software support cases and requests.

User Forums – Log in to the User Forums at forums.digitechsystems.com to exchange answers and ideas with other members in our moderated community.

Knowledge Base – Log in to search our extensive Knowledge Base at kb.digitechsystems.com.