



Performance Characteristics 24x7 Support

Fabasoft Cloud

Valid from January, 1st, 2022

Confidential

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To aid readability, the third-person plural pronoun will be used instead of gendered pronouns (e.g. they/them instead of he/him).

These plural pronouns shall be used for both singular and plural references, encompassing all genders.

1 24x7 Support

Fabasoft offers 1st Level Support for Fabasoft Cloud users. Users can file a support request at any time using the Support button in the Fabasoft Cloud web interface or the Fabasoft Cloud Client. Users can also contact Fabasoft Support by phone and e-mail during the specified standard business hours:

Phone:

- Germany: +49 69 6435515 92
- Austria: +43 732 606162 300
- Switzerland: +41 31 310 06 43

E-mail:

- cloudsupport@fabasoft.com

Support requests are processed in German and English.

Standard business hours

Within the framework of the support services, Fabasoft provides for the following response times when responding to support requests:

- Response time

The response time refers to the number of hours within the specified standard business times permitted between the time at which the support request is received by Fabasoft Cloud Support and the first response by Fabasoft.

- Resolution time

The resolution time refers to the number of hours permitted within the specified standard business times before Fabasoft provides the user with a concrete proposed solution based on the specific problem described by the user and in line with state-of-the-art technology. The measurement of the resolution time begins with the technical clarification and precise description of the problem, particularly the reproduction of the specific problem by Fabasoft. The time required for customer participation (for example, the time needed for the customer to provide any additional information requested) is not counted as part of the resolution time. If, for technical and/or organizational reasons, it is not possible to provide a solution within the specified time (e.g. if it is not possible to reproduce the problem or if it is necessary to create a hotfix), Fabasoft and the customer shall agree upon an appointment and resume contact at that time.

With regard to Service Support Levels, the following parameters are provided for:

| Service Package | Standard business hours (CET/CEST) | Response time per request | Resolution time per request |
|--|--|---------------------------|-----------------------------|
| Fabasoft Cloud Professional | Monday-Friday from 8 a.m. to 6 p.m. (except public holidays) | < 2 hours | < 8 hours |
| Fabasoft Cloud Enterprise Fabasoft Cloud Superior Fabasoft Approve Fabasoft Contracts Fabasoft Digital Asset Management Fabasoft Personnel File | Monday-Friday from 7 a.m. to 7 p.m. (except public holidays) | < 1 hour | < 6 hours |

The business hours and response times specified with the respective service package apply to the license types "Full Access", "Read and Comment" and "External Access".

24x7 Business Hours

As part of the extended business hours, the support services are available Monday to Sunday from 0 – 24 o'clock, the following reaction times are provided for processing support requests:

- Response time

The response time refers to the number of hours within the specified 24x7 business times permitted between the time at which the support request is received by Fabasoft Cloud Support and the first response by Fabasoft.

- Resolution time

The resolution time refers to the number of hours permitted within the specified 24x7 business times before Fabasoft provides the user with a concrete proposed solution based on the specific problem described by the user and in line with state-of-the-art technology. The measurement of the resolution time begins with the technical clarification and precise description of the problem, particularly the reproduction of the specific problem by Fabasoft. The time required for customer participation (for example, the time needed for the customer to provide any additional information requested) is not counted as part of the resolution time. If, for technical and/or organizational reasons, it is not possible to provide a solution within the specified time (e.g. if it is not possible to reproduce the problem or if it is necessary to create a hotfix), Fabasoft and the customer shall agree upon an appointment and resume contact at that time.

The described resolution time is applicable to application-related topics for a 1st level support (these are general questions about the product, usability topics and documented use cases). Non-application-related or complex application-related topics are processed within the standard operating hours.

With regard to Service Support Levels, the following parameters are provided for:

| Service Package | 24x7 business hours | Response time per request | Resolution time per request |
|--|-----------------------------------|---------------------------|-----------------------------|
| Fabasoft Cloud Professional | Monday - Sunday 0 - 24 o'clock | < 2 hours | < 8 hours |
| Fabasoft Cloud Enterprise Fabasoft Cloud Superior Fabasoft Approve Fabasoft Contracts Fabasoft Digital Asset Management Fabasoft Personnel File | Monday - Sunday 0 - 24 o'clock | < 1 hour | < 6 hours |

The business hours and response times specified with the respective service package apply to the license types "Full Access", "Read and Comment" and "External Access".