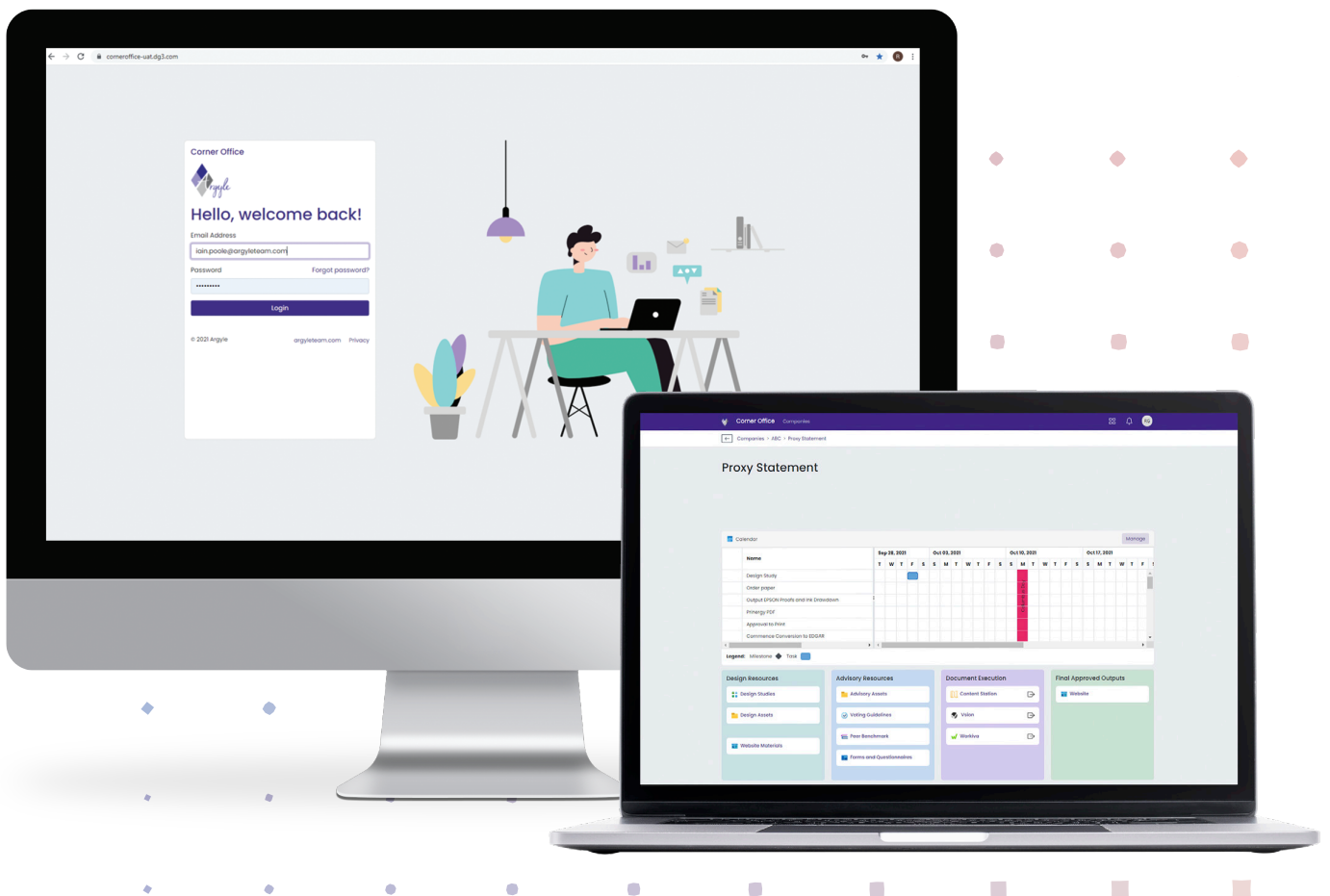




Corner Office



Corner Office is Argyle's secure hub to facilitate communication and host files including calendars, assets, and other project resources.



Project Calendar

A powerful shared calendar presents key dates and project milestones.

Corner OfficeCompanies

Companies > ABC > Proxy Statement

Proxy Statement

Calendar

Manage

Name	Sep 28, 2021	Oct 03, 2021	Oct 10, 2021	Oct 17, 2021
	TWTFSS	SMTWTFSS	SMTWTFSS	SMTWTFSS
Design Study				
Order paper				
Output EPSON Proofs and Ink Drawdown				
Prinerger PDF				
Approval to Print				
Commence Conversion to EDGAR				

Legend: MilestoneTask

Design Resources

Design Studies

Design Assets

Website Materials

Advisory Resources

Advisory Assets

Voting Guidelines

Peer Benchmark

Forms and Questions

Document Execution

Final Approved Outputs

Corner OfficeCompanies

Projects > Proxy Statement > Calendar

Calendar

Export Calendar to ExcelAdd Calendar Event

Search events/tasks

Name	Sep 28, 2021	Oct 03, 2021	Oct 10, 2021	Oct 17, 2021
	TWTFSS	SMTWTFSS	SMTWTFSS	SMTWTFSS
Design Study				
Order paper				
Output EPSON Proofs and Ink Drawdown				
Prinerger PDF				
Approval to Print				
Commence Conversion to EDGAR				
Web ready PDF				
Delivery of EDGAR				
Commence Conversion to EDGAR				
Test Filing 1				
Clean Perfect Proof				
WDesk Clean Up				
Delivery of EDGAR				
Test Filing				

Legend: MilestoneTask

Export Calendar to ExcelAdd Calendar EventDownload CalendarEdit Calendar EventDelete Calendar Event

Search events/tasks

Name	Sep 28, 2021	Oct 03, 2021	Oct 10, 2021	Oct 17, 2021
	TWTFSS	SMTWTFSS	SMTWTFSS	SMTWTFSS
Design Study				
Order paper				
Output EPSON Proofs and Ink Drawdown				

Notifications

Notifications inform users of key project steps.

Corner OfficeCompanies

Companies > ABC > Proxy Statement

Proxy Statement

Calendar

Name	Sep 28, 2021					Oct 03, 2021					Oct 09, 2021				
	T	W	T	F	S	S	M	T	W	T	F	S	S		
Design Study															
Order paper															
Output EPSON Proofs and Ink Drawdown															
Prinerger PDF															
Approval to Print															
Commence Conversion to EDGAR															

Legend: MilestoneTask

Design Resources

Design Studies

Updates available

Design Assets

Website Materials

Advisory Resources

Advisory Assets

Voting Guidelines

Peer Benchmark

Forms and Questionnaires

Document Execution

Content Station

Vsion

Workiva

Final Approved Outputs

Website

Notifications

Denzel dela Cruz uploaded a file in Voting Guidelines for XYZ Co Proxy Statement project.
September 15 3:36 PM

Denzel dela Cruz uploaded a file in Design Assets for XYZ Co Proxy Statement project.
September 15 3:34 PM

Angelika Bagalay uploaded a file in Draft PDFs for XYZ Co Proxy Statement project.
September 13 3:28 AM

Angelika Bagalay uploaded a file in Source Documents for XYZ Co Proxy Statement project.
September 13 3:27 AM

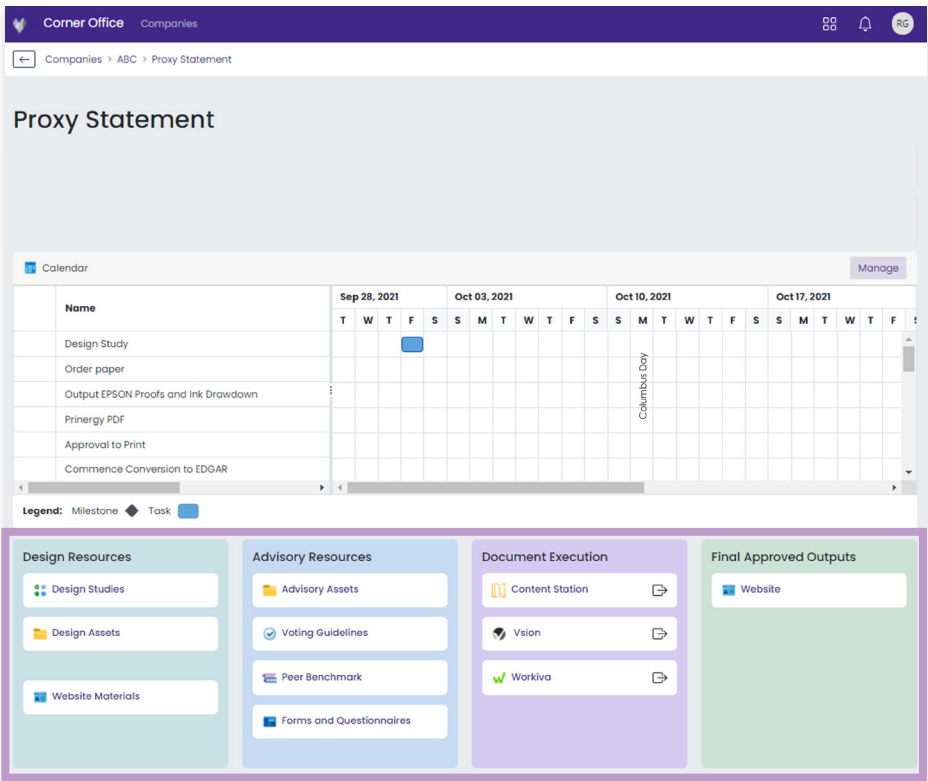
Angelika Bagalay uploaded a file in Advisory Assets for XYZ Co Proxy Statement project.
September 13 3:06 AM

Angelika Bagalay uploaded a file in Advisory Assets for XYZ Co Proxy Statement project.
September 13 3:03 AM

Angelika Bagalay uploaded a file in Advisory Assets for XYZ Co Proxy Statement project.

File Management

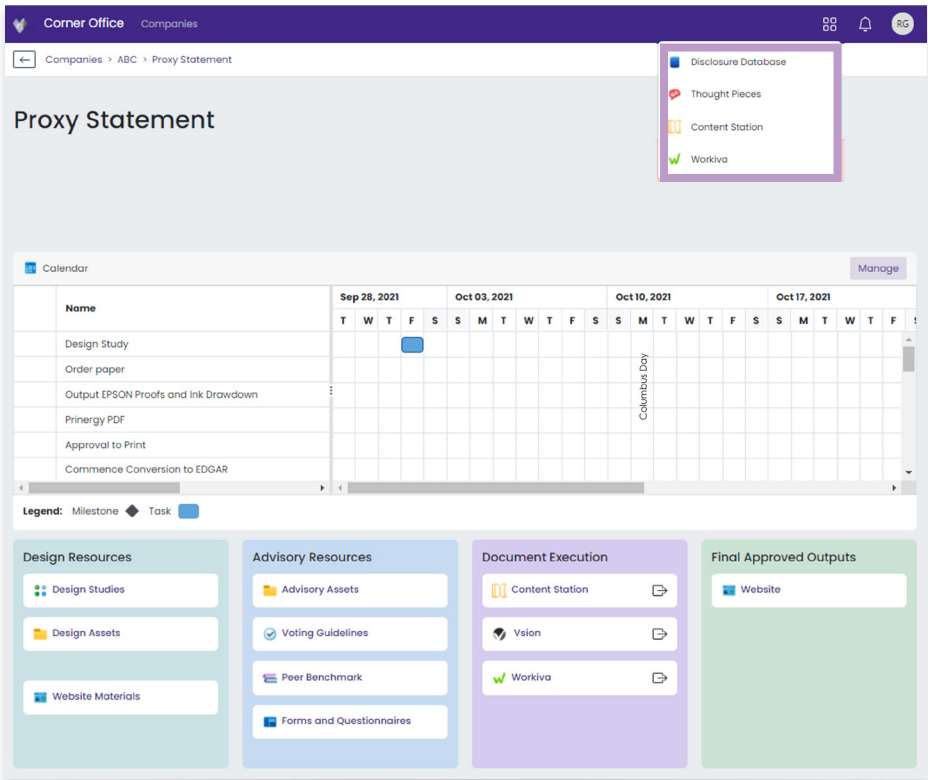
Easy-to-navigate folders serve simultaneously as a secure FTP site and file repository for project resources.



Quicklinks

One-click access to Argyle project resources including:

- Content Station collaborative editing in InDesign
- Vison collaborative editing in Microsoft Word
- Argyle Thought Pieces
- Argyle Benchmarks
- Argyle Disclosure Database



User Permissions

Content permissions establish who can access projects or job-level files.

Corner Office

Setup

RG

Setup > Users

Users

Companies

Users

Add User

User is now reactivated and can now login to his account.

Email Address	First Name	Last Name	Action
superadmin@dg3.com	Super	Admin	
denzel.delacruz@dg3.com	Denzel	dela Cruz	Edit Details Unlock Suspend Delete
ronnel.sangabriel@dg3.com	RONNEL	SAN GABRIEL	Edit Details Unlock Suspend Delete
ddelacruz1995@gmail.com	John	Doe	Edit Details Unlock Suspend Delete
pierre.saddi@argyleteam.com	Pierre	Saddi	Edit Details Unlock Suspend Delete
danezekiel.devera@dg3.com	Danezekiel	de Vera	Edit Details Unlock Suspend Delete
Kriztia.DeChavez@dg3.com	Kriztia	de Chavez	Edit Details Unlock Suspend Delete
boogie.sg@gmail.com	Boogie	San Gabriel	Edit Details Unlock Suspend Delete
Angelika.Bagalay@dg3.com	Angelika	Bagalay	Edit Details Unlock Suspend Delete
ryzzel.sangabriel@gmail.com	Ryzzel	San Gabriel	Edit Details Unlock Suspend Delete

<< < 1 2 > >>

1 of 2 pages (15 items)

Security

- https and follows industry-wide standards for encrypting passwords and data
- Exclusive to Argyle clients (no user-initiated registration) and role-based security
- Secure data center using private cloud
- Conducts daily database backup as part of the Argyle standard database process



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About Argyle

We are a creative communications firm offering end-to-end, in-house execution capabilities.

Our experienced and passionate team is composed of attorneys, designers, project managers, thinkers and web developers. We collaborate together around a process that encompasses drafting, editing, designing and publishing across all digital and print channels.

We are thrilled that communications prepared by Argyle have contributed to trustful relationships between our clients and their readers, whether investors, employees or other stakeholders.

In turn, our commitment to our clients has resulted in meaningful long-term relationships with some of the most respected public and private companies in the world.

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