

Cloud Based

Request & Matter Management Platform

Platform Made For Corporate Legal Teams

CHALLENGES

SOLUTION

Multiple legal service request received through multiple channels.	Single funnel workflow to handle all requests.
Lack of visibility & manual tracking.	Track which work is handled by the in-house team, and which work goes to outside counsel.
Lack of metrics & data to analyse.	How much work is being done by team.
Missed dates & deadlines.	See where the work is coming from (or isn't).
Not finding the right document at the right time.	What are the risk levels.
No view on staff capacity and expertise.	Drive better business outcome.
Communication across multiple medium	Use data to project the value of the department.
	Assign tasks to appropriate staff and improve productivity.
	Uniform and consistent reporting with accurate And real-time data.

VALUE PROPOSITION



REQUEST MANAGEMENT

- Forms Template
- Centralized Tracking & Management Through Request Dashboard
- Assign Tasks To Appropriate Staff And Improve Productivity
- Notification & Alerts
- Integrated With matter Management

MATTER MANAGEMENT

- Consolidated Matter List
- Central Repository Of Open & Archival Cases
- Time Entry
- Manage Outside Counsel
- Calendar Management
- Rights Management
- Reports
- Conflict Check
- Global Search

DOCUMENT MANAGEMENT

- Centralised Repository of Documents
- Check In/Check Out
- Versioning of Documents & Audit Trail
- Mark documents as Confidential
- Share files Securely
- Restricted user Rights
- Collaborative Working
- Quick Search & Retrieval
- Integrated with Dropbox, One Drive,
- Google Drive

TASK MANAGEMENT

- Assign/Accept/Reject Task
- Dashboard to Monitor and Track
- Email Alerts & Notifications
- Calendar Time Entry
- Avoid Conflicts & Plan Optimally

LITIGATION TRACKING

- Track cases across all Courts in India
- Automated Case Alerts
- Personalized Cause List
- Litigation Search
- Litigation Verification Check
- Orders, Judgments and Timeline

TOOLS

- Digital Signature
- Bundling of PDF
- Compare Document
- Email Sync
- Global Search
- OCR
- Translator
- Integration – Drop Box, One Drive, Google Drive
- Calendar / Google Calendar
- Manupatra Integration - Legal Research

EXPENSE MANAGEMENT

- Capture Expenses
::Client wise ::Matter-wise ::User wise
::Billable/Non-billable
- Save supporting Receipts
- Time Entry Tracking
- Report Generation
- Quick Search and Retrieval
- Reduce frauds and manipulation.
- Analyse expenses and monitor spending

TEAM COLLABORATION

- Team Collaboration & Communication
- File Share and Sync
- Co-editing / Collaboration
- Communication Tab
- Knowledge Sharing
- Chat
- Collaborative Task Management