

REQUEST MANAGEMENT MODULE

MOSMAR

Leverage and
Extend your 3E
Mattersphere
System



Run Reports



Submit Requests



Upload Documents



Complete Tasks



Collaborate



ADFS Integrated



Secure



Role Based Access



Web Based



Interactive

The screenshot displays the MOSMAR web application interface. At the top, there is a navigation bar with links for Home, Admin Tools, Forms Management, About, and FAQ. The user is logged in as pratik@mosmar.com.au. The main content area is divided into several sections:

- Home**: A summary section with a 'Create Request' and 'View All Requests' button.
- My Requests**: A table listing requests with columns for Request #, Department, and Status. The table shows several requests in various stages (Approved, In Progress).
- My Tasks**: A table listing tasks with columns for Request #, Task, and Completed. The table shows tasks like Date Confirmation, Insurance, and Previous Engagements.
- My Requests - By Type**: A funnel chart showing the distribution of requests by type, such as External Consultancy, Procurement Approval, and Contract Negotiation.
- My Requests - By Status**: A pie chart showing the distribution of requests by status, such as Approved, In Progress, Submitted, and Rejected.
- Links**: A section with links to the Home Page and Sharepoint.
- Mosmar Pty Ltd**: A section with contact information and a link to access the Mosmar website for more information.
- Contact Us**: A section with contact information for Mosmar Pty Ltd, including address, website, email, and phone number.
- Help**: A section with links to 'How to Request Legal Services' and 'View Privacy Policy & Terms'.

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Connect up to existing workflows

3E MatterSphere is a powerhouse when it comes to workflows and tasks. This Module provides visibility of these processes at a high level. PLUS, it can interact with workflow tasks at a lower level, providing another interface for task completion.

The screenshot shows a 'Submitted Request' form. On the left, there is a metadata section with fields for Request # (40052), Matter # (7), Type (Employment Contract), Status (Approved), Created (20/11/2020 11:05:57 AM), Created By (pratik@mosmar.com.au), Approved (20/11/2020 11:07:07 AM), and Approved By (chris@mosmardemo.com). Below this are 'Download docs' and 'Download pdf' buttons. The main form area has tabs for 'My Documents', 'My Tasks', and 'My Messages'. It contains sections for 'Previous Engagements' (with a text area and a 'Submit' button), 'Completed Date' (15/12/2020 06:01 PM), and 'Date Confirmation' (with a text area and a 'Submit' button).

Submit Requests

Create configurable Request Forms to pass applicable data into 3E MatterSphere for approval, action and management. Employment submissions, procurement or service requests, enquiries, applications, tenders - any process you require can be configured with no coding necessary.

The screenshot shows a 'Saved Request' form. It has tabs for 'Department', 'Related Parties', 'Request Details', and 'Further Details'. The 'Request Details' tab is active, showing a 'Documents Drop Zone' with a 'Previous' button and a 'Submit' button. Below this are several input fields: 'Does this Request relate to an existing Request?', 'Related Request Name', 'Name of related party', 'Year of related Request created', 'Related Request Department ID', and 'Related Request ID'.

Collaborate and Interact

It is vital that all key parties are able to interact quickly and easily, whether they be internal or external. The Request Management Module provides an alternative method of communication that is tracked and recorded in 3E MatterSphere for auditing purposes.

The screenshot shows a 'Submitted Request' form with a chat window. The metadata on the left is similar to the previous screenshot but with Request # 40056 and Matter # 14. The chat window is titled 'Chat' and contains a message from a user: 'Can you please provide me with an update on this Request. I'm hoping to place the order this week.' There is a text input field for a response and a 'Send' button.

Data Reporting

3E MatterSphere is infinitely extensible, making it the perfect data repository. Using the Request Management Module, this data is exposed and can be filtered and queried, ensuring your business is always kept up to date.

