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# Matter Hub

**A Microsoft-based intake and matter management solution,  
tailored to the needs of your in-house legal team**

## What is Matter Hub?

Matter Hub is a legal intake and matter management solution, built on technologies you already use, which will help your in-house team work more effectively. You can streamline your intake process, track and manage all queries and matters in one central location, and collaborate with your team using Microsoft 365 and the Power Platform. The flexibility of building on Microsoft technology means this tool is easily customised to suit your team's needs and ways of working.

## What challenges does it solve?

In many organisations, requests for support come to the legal department through several unstructured channels. From this starting point, it is difficult to effectively manage matters, organise knowledge, or collect information about the work which would enable data driven decision making and inform how to improve service delivery.

Matter Hub can tackle the root cause of several challenges including:

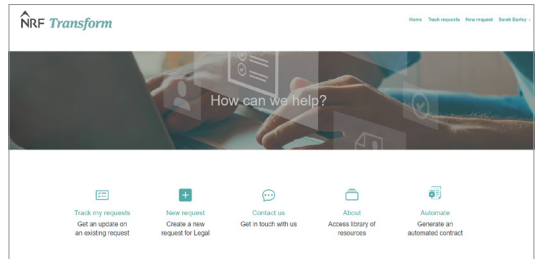
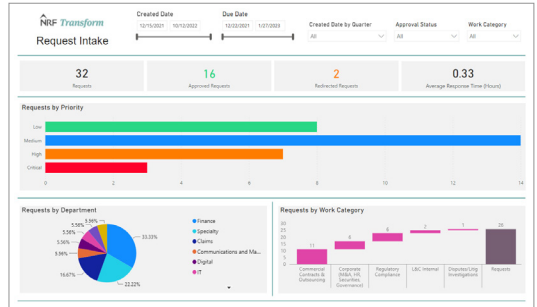
- Poor prioritisation and unsuitable work allocation. Teams can feel overwhelmed, focus on the wrong issues or struggle to develop their professional skills if their workload is not well managed;
- Lack of data to show how busy the team is to support business cases for hiring or re-allocating resources;
- Inadequate reporting on matter progress and status, including when work is sitting outside of Legal, and tracking of costs to budgets;
- Minimal control over access to classified information i.e. who can see confidential documents within the team; and
- Unable to find relevant documents when you need them e.g. legal memos and contract templates.

## Who is it for?

In-house legal and compliance teams who need a clear, structured and integrated solution for:

- Tracking and organising requests;
- Triaging and allocating work;
- Managing matters throughout their lifecycle; and
- Reporting against key metrics and sharing updates with business stakeholders.

The solution can be fully scaled and customised for small teams to global departments with multiple teams.



**Track Requests**

To search on partial text, use the asterisk (\*) wildcard character. Found 10 total matching records.

Request Number	Request	Due Date	Work Category	Approval Status
00001918	Amend termination contracts	31 Dec 2021	Corporate M&A, HR, Securities, Government	Approved
00001918	Need advice on finance in Japan	10 May 2022	L&C Internal	Approved
00001917	Need more advice on a conflict of interest	19 Jul 2022	Corporate M&A, HR, Securities, Government	Approved
00001919	Review conflict of interest disclosure forms	23 Feb 2022	Regulatory Compliance	Approved
00001915	Review NDA	13 Oct 2021	Commercial Contracts & Outsourcing	Approved
00001916	Review NDA	28 Aug 2021	Commercial Contracts & Outsourcing	Approved
00001919	Review of purchase and sale of shares agreement in respect of new venture acquisition	11 Jan 2021	Commercial Contracts & Outsourcing	Approved
00001921	Update inter-company agreements	17 Jan 2022	Corporate M&A, HR, Securities, Government	Rejected
00001916	Update register with G1 2021 regulatory engagements	30 Mar 2022	Regulatory Compliance	Approved
00001917	Update register with G1 2021 regulatory engagements	30 Mar 2022	Regulatory Compliance	Approved

## What are the benefits?

### For the legal team



#### Allows your team to focus on strategic work

Reduced admin and time spent on low-value work allows the legal team to reclaim time, prioritise critical tasks and support the business more effectively.



#### Tailored to fit

Fully scalable and customisable solution to incorporate your existing processes and a consistent taxonomy. As a Microsoft Partner, we have extensive experience of building tailor-made solutions on this technology.

### For the business



#### Reduces back-and-forth with business

Business users are empowered to submit requests, and status updates are sent automatically to manage expectations and enable collaboration.



#### Improves turnaround time

Streamlined legal front-door to improve the user experience for your clients and enable requests to be handled more rapidly, and by the appropriate legal team member.

### For management



#### Uses existing technology

Leverages existing Microsoft licenses, reducing costs, onboarding time and reliance on third party vendors and increased IT team buy-in. Seamless integration with Outlook, Teams and SharePoint to pull everything in one place.



#### Evidences the value of the legal team

Data analytics show senior management how busy the team is, where demand is from in the business and the extent and nature (both financial and reputational) of risks mitigated.

## Next steps

1



#### Request a demo

Submit a [demo request](#) on our website or contact the team overleaf.

2



#### Find out more on our website

Search for [Matter Hub](#).

## Contacts



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