

The Mandatory Tool For Professional Audit and Legal Firms

DYNAMIC PRACTICE RISK MANAGEMENT SYSTEM

M ANDATE APOLLO



Mandate Systems Limited
www.mandatesystem.com

Real Time Enterprise

With The Speed of Dynamic Electronic Management



Mandate Apollo Dynamic Practice Risk Management System

Mandate Apollo is a web based Practice Management Tool that provides complete practice risk management from the bottom up on all engagements, projects, processes and people for Professional Audit and Legal Firms. **Mandate Apollo** is the ultimate tool for the professional accounting and legal practice who has the desire to tackle engagement risk management at its root. Not only **Mandate Apollo** provides a complete picture and yield transparency in all engagements and processes, it also results unprecedented efficiency as a productivity booster for the entire firm.

Mandate Apollo enhanced efficiency in dealing with...

- Engagement management
- Stringent demands from regulatory changes
- Automation of best practices
- Expectation from stakeholders
- Maintain directive and control
- Document retention in compliance and eFiling
- Transparency
- Operational risk
- Employee oversight risk
- Time management
- Work in progress
- Information assets management
- Records and audit trails
- Performance and quality monitoring
- Inefficient eMail and meeting cutback
- Staff and resource planning

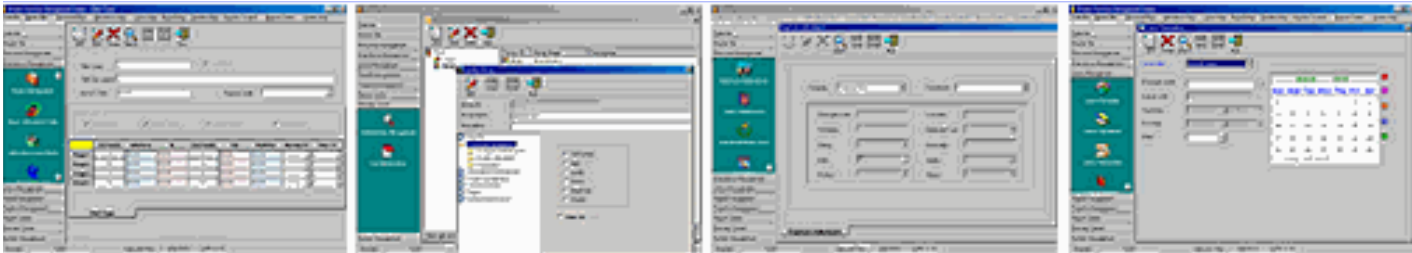
Propel From "Management By Trust"

To "Management By Result"



Mandate Apollo is...

The system has the design of an Enterprise Dashboard, where all necessary information is presented on a single interface with expand and collapse function to allow user to manage the amount of information desired. The eDashboard's web based interface allow user friendliness to all level of an organization. The entire system complete with three distinct eDashboards that resemble the role of accountability within an organization, namely **Governance**, **Manager** and **Professional** Panels.



Governance Panel

The Governance Panel is the Master Control Panel with full functionalities.

- Enterprise wide view on all engagements / cases, all staff, all activities
- Full control
- Reports and on line analysis
- All functions listed below

Manager Panel

The Manager Panel gives information that relates to their staff and own engagements / cases and help communicate with people who reports to them.

- View own engagement and assigned jobs/to dos.
- Monitor Progress and On-line Analysis.
- All staff that work on his/her engagement including individual's workload.
- All activities relates to their own engagements / cases, including dialogues, reports, record trails and all communications.
- Cross division, cross engagement, and non-engagement activities
- Auto alert and warning on due date or incomplete job.
- All functions listed below

Professional Panel

The Professional Panel gives information that relates to user's own assigned tasks and to dos and help communicate with the manager or project holder.

- View only information relates to own assigned tasks and to dos.
- Communicate and tag all correspondence to the exact engagement / case
- History review
- Work in progress
- Time management
- Auto alert and warning on due date or incomplete job.
- Staff can set prior due date reminder.



With Mandate Apollo, you have
an one stop solution to manage the

- Practice
- Engagement
- Risk
- and more ...

you can benefit more...

Full picture over all engagements across all disciplines and all geographical locations

Project risk management in its complete sense

Automation and supervision of best practices and methodology implementation

Improved staff planning and utilisation

Productivity booster by keeping everyone focus

Pro-active communication

Powerful decision support

Electronic filing and tag all documents to exact engagement

Information mining

Dynamic risk analysis and forward alert

Key performance matrix that adapts to methodology changes

Remote access from anywhere

System Requirement

Server Software:

Microsoft Windows 2000 Advance Server

Microsoft SQL 2000 Server

Microsoft IIS Server

Hardware

PC server with 1GB RAM and minimum of 30 GB storage capacity

Client

PC with Microsoft IE 6.0