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There are two ways of viewing /  
accessing the License Management  
(LitM) Module

- 1) After logging into WeProcess
- 2) From another Module



## After logging into WeProcess

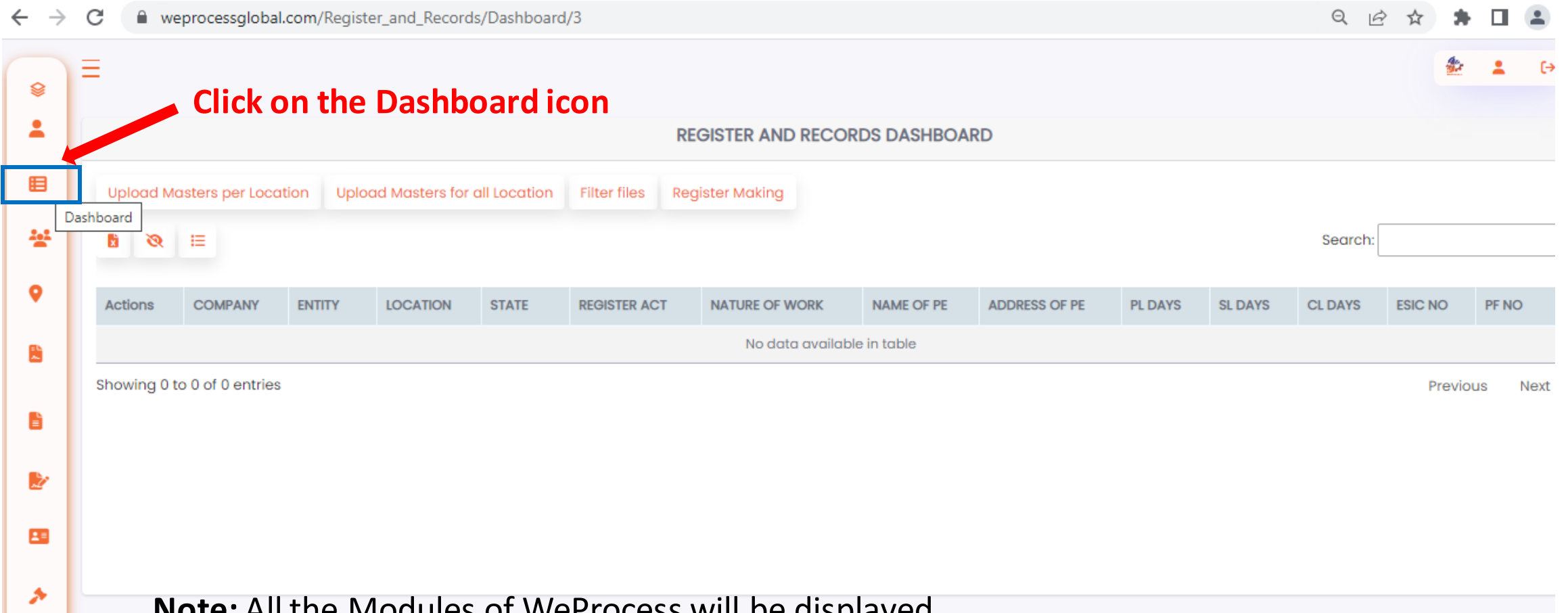


Follow the **How to Login** steps in WeProcess to view and access the LitM Module.

**Note:** All the Modules of WeProcess will be displayed.

To access specific or all License follow **'Access Litigation Dashboard'** process

# From another Module



← → ↻ [weprocessglobal.com/Register\\_and\\_Records/Dashboard/3](https://weprocessglobal.com/Register_and_Records/Dashboard/3) 🔍 📄 ☆ ⚙️ 🗑️ 👤

**Click on the Dashboard icon**

REGISTER AND RECORDS DASHBOARD

Upload Masters per Location Upload Masters for all Location Filter files Register Making

Dashboard

Search:

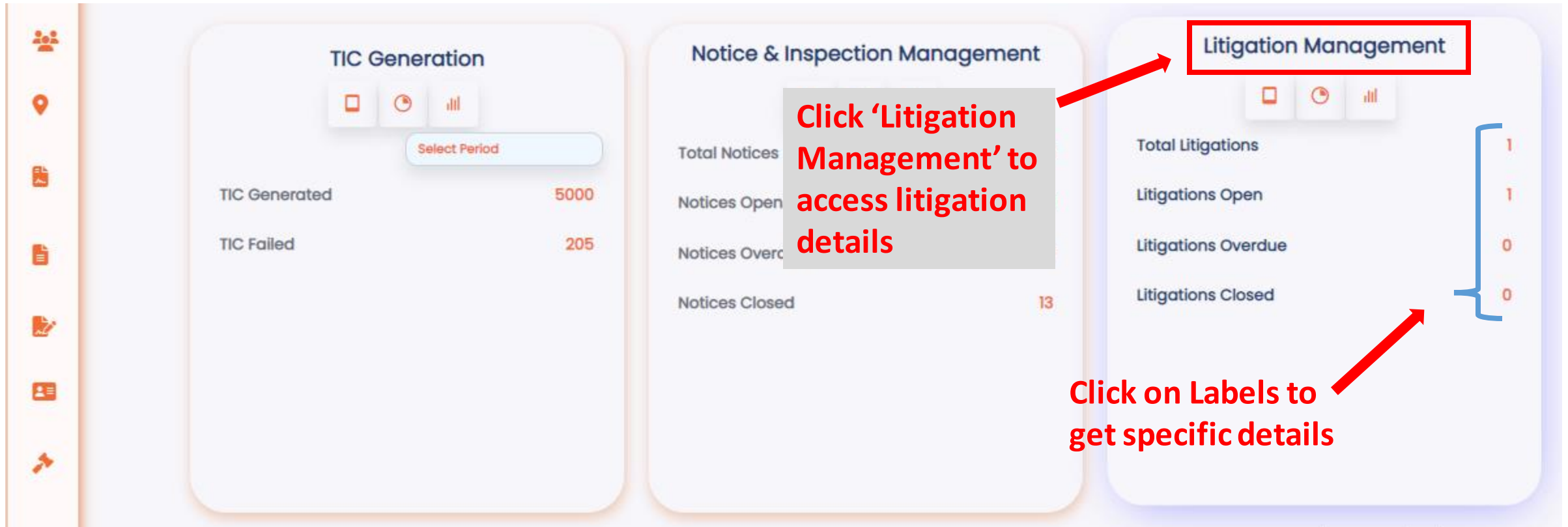
Actions	COMPANY	ENTITY	LOCATION	STATE	REGISTER ACT	NATURE OF WORK	NAME OF PE	ADDRESS OF PE	PL DAYS	SL DAYS	CL DAYS	ESIC NO	PF NO
No data available in table													

Showing 0 to 0 of 0 entries Previous Next

**Note:** All the Modules of WeProcess will be displayed.

To access specific or all contracts follow **'Access Litigation Dashboard'** process

# Access Litigation Dashboard



The screenshot displays the 'Access Litigation Dashboard' with three main sections: 'TIC Generation', 'Notice & Inspection Management', and 'Litigation Management'. The 'Litigation Management' section is highlighted with a red box. A red arrow points from a text box to the 'Litigation Management' header, and another red arrow points from a text box to the 'Total Litigations' label.

**Click 'Litigation Management' to access litigation details**

**Click on Labels to get specific details**

Category	Value
TIC Generated	5000
TIC Failed	205
Total Notices	
Notices Open	
Notices Overdue	
Notices Closed	13
Total Litigations	1
Litigations Open	1
Litigations Overdue	0
Litigations Closed	0

**Note:** The License Dashboard page will be displayed.

Note: Since the access is based on access provided, the user will **only** be able to see details of Clients and/or locations for which access is provided. The user can filter by client if multiple client access is provided.

# Access Litigation Dashboard

Litigation Dashboard

+

Search:

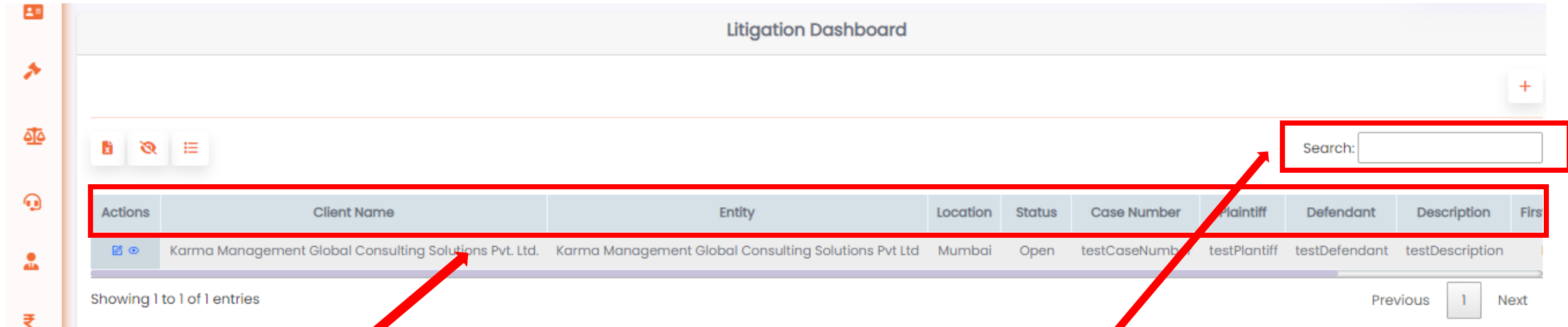
Actions	Client Name	Entity	Location	Status	Case Number	Plaintiff	Defendant	Description	Firs
<a href="#">🔗</a> <a href="#">👁</a>	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Mumbai	Open	testCaseNumber	testPlaintiff	testDefendant	testDescription	

Showing 1 to 1 of 1 entries

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Note: Since the access is based on access provided, the user will **only** be able to see details of Clients and/or locations for which access is provided. The user can filter by client if multiple client access is provided.

# Filter and Search for Litigation



Litigation Dashboard

Search:

Actions	Client Name	Entity	Location	Status	Case Number	Plaintiff	Defendant	Description	First Name
<a href="#">View</a>	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Mumbai	Open	testCaseNumber	testPlaintiff	testDefendant	testDescription	

Showing 1 to 1 of 1 entries

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**Group search:** Filter by different heads to display on dashboard.

**Individual search:** Type specific litigation details to display on dashboard.


Note: The user can scroll and view all the Litigations and corresponding details.

# Export Litigation details

Litigation Dashboard

Search:

Export Excel

Actions	Client Name	Entity	Location	Status	Case Number	Plaintiff	Defendant	Description	Firs
	Karma Management Global Consulting Solutions Pvt Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Mumbai	Open	testCaseNumber	testPlaintiff	testDefendant	testDescription	

Showing 1 to 1 of 1 entries

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Designed and Developed by: Karma Global Tech Management LLC.

Click on Export icon to export litigation details on excel.




**Note:** Based on details filtered, user will be able to export details on excel.



# Export Litigation details

Litigation Dashboard

Search:

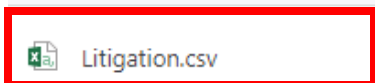
Actions	Client Name	Entity	Location	Status	Case Number	Plaintiff	Defendant	Description	Firs
  	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Mumbai	Open	testCaseNumber	testPlaintiff	testDefendant	testDescription	

Showing 1 to 1 of 1 entries

Previous  Next

Designed and Developed by: Karma Global Tech Management LLC.

**Note:** Based on system setting, the exported file will appear as a download at the bottom of the screen or in the downloads folder of the user's system.



Open file and access litigation details

Show all >




Home

# Add Litigation

Litigation Dashboard

Click on + <Add button>

Search:

Actions	Client Name	Entity	Location	Status	Case Number	Plaintiff	Defendant	Description	Firs
  	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Mumbai	Open	testCaseNumber	testPlaintiff	testDefendant	testDescription	

Showing 1 to 1 of 1 entries

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Designed and Developed by: Karma Global Tech Management LLC.

**Note:** The Input fields screen will be displayed.

**Who can Add Litigation? The Client, Key Account Owner and the Center of Excellence team.**

# Add Litigation

**1**

Add Litigation

Case number:

Location:

Plaintiff:

Defendant:

Description:

Input the details as per the input field requirements.

**2**

Date of hearing:

dd-mm-yyyy

File:

Choose File No file chosen

File description:

Add More File

Submit Form

nt LLC.

Add a copy (PDF preferably) of the Litigation received

Add supporting documents (PDF preferably) if available




Click on **Submit Form**

**Note:** User needs to ensure that the location is present in the list.  
If Location is present: Add the details required and submit form..  
If Location is not present: Add the Location first and then follow **Add Litigation** process.

# Add Litigation

Litigation Dashboard

Search:

Actions	Client Name	Entity	Location	Status	Case Number	Plaintiff	Defendant	Description	Firs
  	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Mumbai	Open	testCaseNumber	testPlaintiff	testDefendant	testDescription	

Showing 1 to 1 of 1 entries

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User can view specific Litigation information by using the filter option..

# View Litigation

Litigation Dashboard

User can view specific Litigation information by using the filter option.

Search:

Actions	Client Name	Entity	Location	Status	Case Number	Plaintiff	Defendant	Description	Firs
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Mumbai	Open	testCaseNumber	testPlaintiff	testDefendant	testDescription	

Showing 1 to 1 of 1 entries

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View Case

Designed and Developed by: Karma Global Tech Management LLC.

Note: The Preview Litigation page will be displayed.

# View Litigation

## Preview Litigation



### Case in Detail:

Case Number: testCaseNumber

Location: Mumbai

Plaintiff: testPlaintiff

Defendant: testDefendant

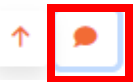
Hearing Date: Feb. 4, 2023

Hearing Description: testDescription

Date	Input by	Comments/Files
02/02/23 11:16:42 AM	Pratik	<a href="#">testFile</a>



Scroll and View audit trail of litigation in this section.



## Preview Litigation



### Case in Detail:

Case Number: testCaseNumber

Location: Mumbai

Plaintiff: testPlaintiff

Defendant: testDefendant

Hearing Date: Feb. 4, 2023

Hearing Description: testDescription

Date	Input by	Comments/Files
02/02/23 11:16:42 AM	Pratik	<a href="#">testFile</a>



Upload File

Click on **Upload File** icon

# Upload File

Upload File Form ×

File:

Choose File No file chosen } Upload / Add file

File description:

Add File description here

To add additional files  
click on **Add More File**

Add More File

Submit Form

Click on **Submit Form**

**Note:** The user can add additional files



# Upload Additional File

**Note:** The user needs to ensure that the files are described correctly to leave a correct audit trail.

Upload File Form ×

File:  
 No file chosen

File description:

File:  
 No file chosen

File description:

File:  
 No file chosen

File description:

Add files and information

To add additional files click on **Add More File**


Add More File

Submit Form

Click on **Submit Form**

# Add Comments

Preview Litigation




Case in Detail:

Case Number: testCaseNumber      Location: Mumbai      Plaintiff: testPlaintiff      Defendant: testDefendant

Hearing Date: Feb. 4, 2023  
Hearing Description: testDescription

Date	Input by	Comments/Files
02/02/23 11:16:42 AM	Pratik	<a href="#">testFile</a>

 Add Comment

Click on **Add Comment** icon

**Note:** The Add Comment Form will be displayed.

# Add Comments

Add Comment Form ×

Comment:

Add files and information

Please fill out this field.

Submit Form

Click on **Submit Form**

**Note:** The comments will be available in the audit trail of the litigation.



# Delete Litigation

Given the security of the compliance tool, the **Delete** options have been disabled for all users.


## Delete Contract

If a user requires any contract to be deleted, the user should write an email to [support@weprocess.com](mailto:support@weprocess.com) and request the invalid contract to be deleted.

Litigation Dashboard

Filter the specific litigation from the list

Search:

Actions	Client Name	Entity	Location	Status	Case Number	Plaintiff	Defence
	Karma Management Global Consulting Solutions Pvt. Ltd.	Karma Management Global Consulting Solutions Pvt Ltd	Mumbai	Open	testCaseNumber	testPlaintiff	testDefence

Showing 1 to 1 of 1 entries

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Click on **Edit Case** icon

**Note 1:** The Edit Record pallet will appear.

**Note 2:** The Edit option has only been granted to the Client, Key Account Owner (KAO) or the Center of Excellence (COE) Team.

# Edit Litigation

Edit Record ×

Case number:  
testCaseNumber

Location:  
Mumbai

Plaintiff:  
testPlaintiff

Defendant:  
testDefendant

Description:  
testDescription

Date of hearing:  
04-02-2023

Update

Change the  
desired detail

Click on  
Update

**Note :** The records will be updated to reflect the changes.