

MEKORMA

# Using the Mekorma Product Engagement Tool

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A How-To Guide

## General Guidelines

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The **Mekorma Feature Request Portal** is a waystation for sharing ideas. We are offering you a view into our project planning catalog and in return, giving you a chance to help shape the future of AP automation with Mekorma.

The Feature Request Portal includes features for future builds. Review existing items and if you see something you agree with, provide feedback on that item. Adding feedback to an existing topic enhances the clarity and context of the idea. Our door is open to accepting new ideas as well, so if you don't see an idea you have, we invite you to create a new entry.

Your insights, feedback, and willingness to engage are core to our ethos.

### To provide feedback to an existing item, follow the steps below:

1. Click on the respective item.
2. Assess the impact of the idea honestly. Will it be useful for other customers? The most successful ideas will have buy in from more than just your team.
3. Choose the ranking that best represents the idea's significance: Critical, Important, Nice-to-Have, and Not Important.
4. Be as detailed as possible. Ideas go into our roadmap, so providing as much detail at the onset will save you from forgetting any of the finer points later on, should we contact you for more information.
5. Once you are confident that you have captured all the necessary information, submit your request.

To add a new idea that isn't related to an existing item, simply click **+ Submit idea** in the top of the window and follow steps 2-5 above.

Once an idea is submitted, the system notifies the Product Management team. We will review the submission and may reach out to you for further clarification.

Newly entered ideas do not automatically show up in the Feature Request Portal. They are first evaluated and then may be added as a new item in the portal, or linked to an existing idea.

Thank you for taking the time to be part of our roadmap and helping us build the future of AP automation. We truly appreciate your insights, feedback, and willingness to engage with us.

As always, if you have any questions, feel free to reach us at [support@mekorma.com](mailto:support@mekorma.com).

**Welcome aboard!**