

# How to Manage the Folder Structure Related to a Contract

## Objectives

- Create Folders and upload attachments
- View, edit, and manage attachments
- Share files and folders, and track version history

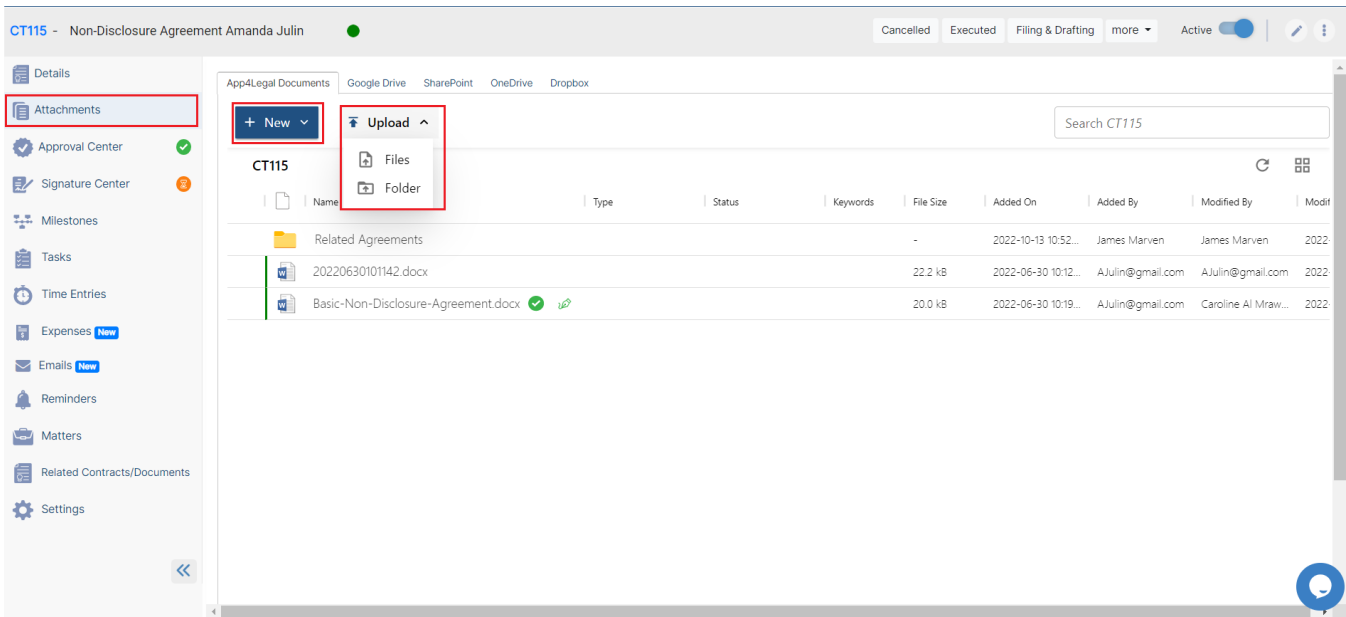
## Steps

Attachments related to contracts will be uploaded under the Attachments tab. These attachments may include agreements, contracts, non-disclosure agreements, etc...

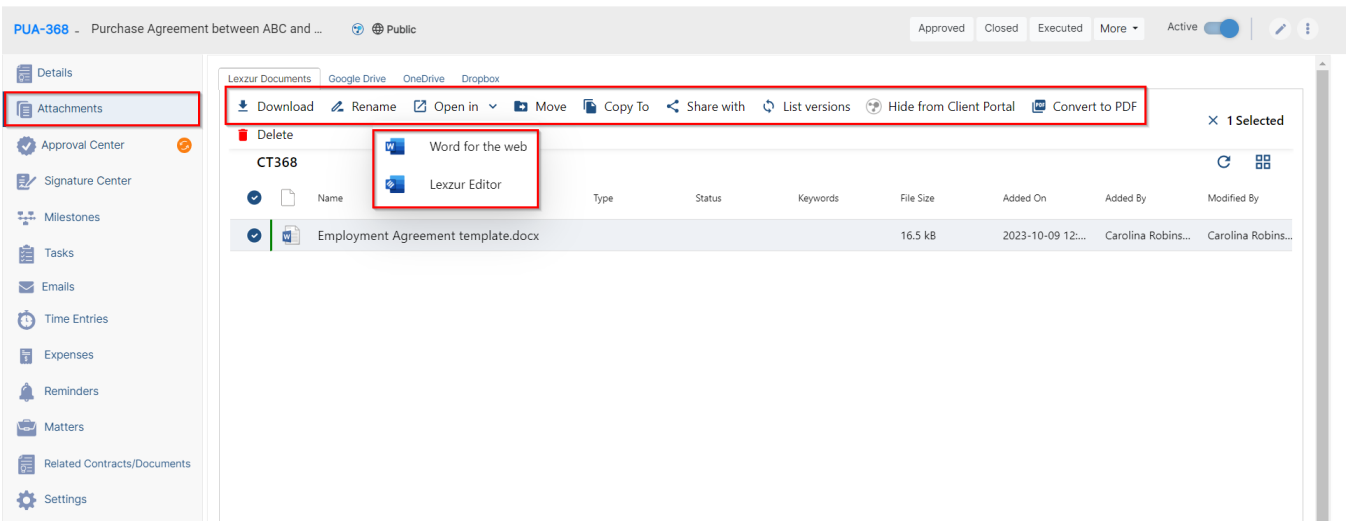
You can either drag-and-drop or you can upload or generate new Files and Folders.

Attachments can be arranged in folders. Privacy can also be applied to a folder and the privileged user can control with whom to share the file.

Files and Folders can be categorized by Type, Status, and Keywords.



The File/Folder can be managed by simply selecting the attachment you want on the grid, and all the actions will be visible at the top of the page.



You can Download, Rename, Move, Share files with clients in the client portal and etc...

Files could be opened either using word for the web or LEXZUR Editor a tool that allows users to directly open and modifies different files (Word, Excel, PDF, PowerPoint, etc..). The Editor will automatically upload a newer version of the document into LEXZUR after saving. You can then see the list of versions this document has, the user who added each version, and the date and time, and you can click on any older version to download it.

The screenshot shows the LEXZUR interface for document CT115, titled "Non-Disclosure Agreement Amanda Julin". The left sidebar contains navigation options like Details, Attachments, Approval Center, Signature Center, Milestones, Tasks, Time Entries, Expenses, Emails, Reminders, Matters, Related Contracts/Documents, and Settings. The main area displays a list of versions for the document. A "List versions" dialog is open, showing a table with the following data:

Versions	Added By	Added On	Actions
2	Alice Jones	2023-01-16 09:43:53	
1	AJulin@gmail.com	2022-06-30 10:19:34	

Red arrows point to the "Added By", "Added On", and "Actions" columns in the dialog. The background shows a table of related agreements with columns for Name, Type, Status, Keywords, File Size, Added On, Added By, Modified By, and Modified On.

Upon creating a new version of a contract, email notifications will be sent to the contract creator, assignee, requester, and collaborator, providing them with the updated contract details and information about the user who made the modifications.

Folders can also be made private so that only specific people with access can open them. Therefore, select the folder and choose **"Share with"** from the options on the top.

Add the recipients, the users who will give the access, and specify the permission as Editor or just Viewer.

The screenshot shows the LEXZUR interface for document PUA-368, titled "Purchase Agreement between ABC and ...". The left sidebar is the same as in the previous screenshot. The main area displays a list of documents. A "Share with" dialog is open, showing a table with the following data:

Name	Type	Status	Keywords	File Size	Added On	Added By	Modified By	Modified On
Related Agreements	-	-	-	-	2022-10-13 10:52...	James Marven	James Marven	2022
20220630101142.docx	-	-	-	22.2 kB	2022-06-30 10:12...	AJulin@gmail.com	AJulin@gmail.com	2022

Red arrows point to the "Share with" button in the top toolbar and the "Add people, groups, or email" input field in the dialog. The dialog also includes a "Comment" field, a "Lexzur access" section with a dropdown menu set to "Everyone", and "Cancel" and "Save" buttons.

Additionally, with LEXZUR 360 Docs, users can now integrate their LEXZUR instance with Google Drive™, One Drive, Dropbox, and SharePoint. This means users can access their documents, edit them in real-time, share, and more directly through LEXZUR.

You must first enable the integration to use LEXZUR 360 Docs. [Learn more here.](#)

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!