

How to link a task/matter/contract to a contract?

Objectives

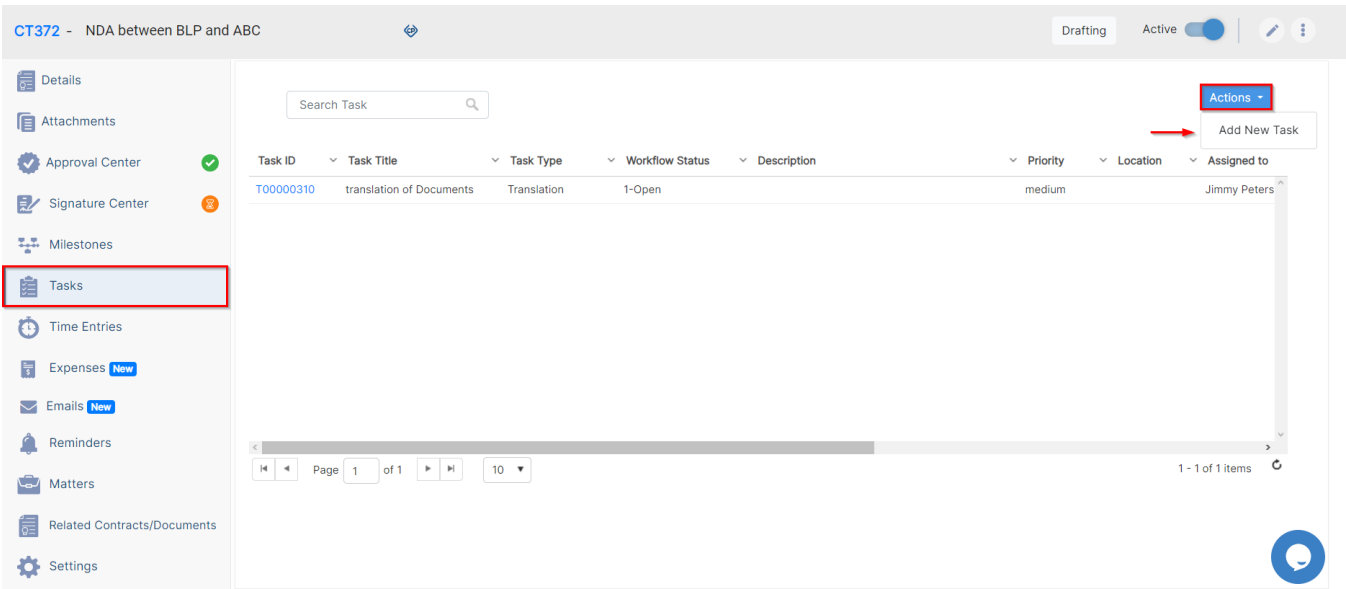
- Link a Task/ Matter/ Contract to a contract

Steps

You can keep track of Tasks related to a Contract under the Tasks tab.

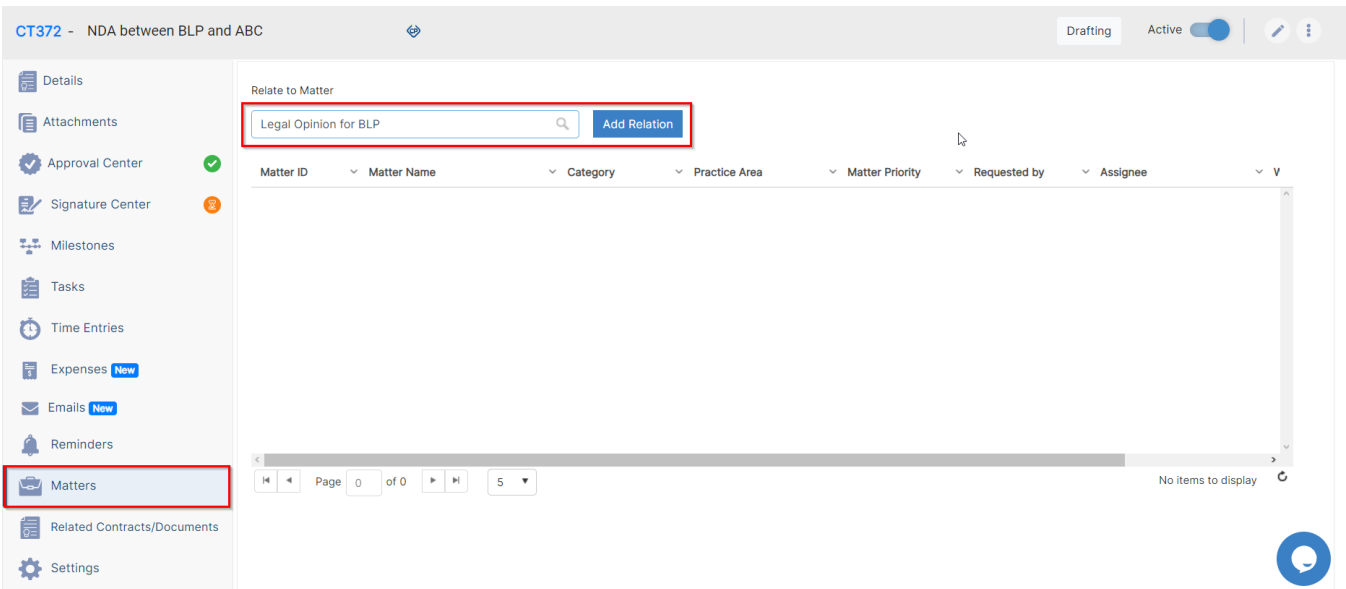
Tasks related to a Contract are present with their information in the Tasks tab.

To add a new task, click on the **Actions** button **Add New Task**.



Matters tab is used to keep track of matters related to this specific contract.

To relate the matter, you can simply write the matter name and then press on **Add Relation** button.



Related Contracts / Documents tab is used to keep track of contracts related to this specific contract.

To relate the contract, you can simply write the contract/document name and then press on **Add Relation** button.

CT372 - NDA between BLP and ABC

DraftingActive

Details

Attachments

Approval Center

Signature Center

Milestones

Tasks

Time Entries

Expenses

Emails

Reminders

Matters

Related Contracts/Documents

Settings

Relate Contract/Document

CT81: Employer contract between BLC and Abbas

Add Relation

SaveCancel

Relation	ID	Comment	Name	Type	Assignee
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No items to display

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Thank you!