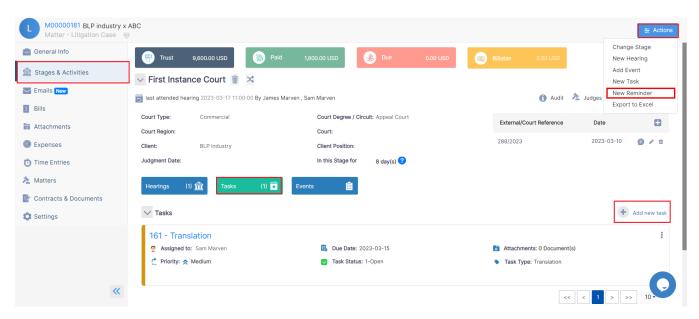# How to Add Task Related to the Litigation Case

Objectives

- Insert a task related to the litigation case in the database
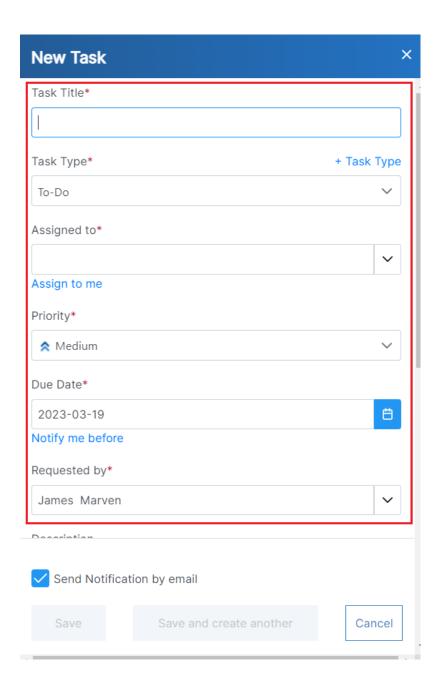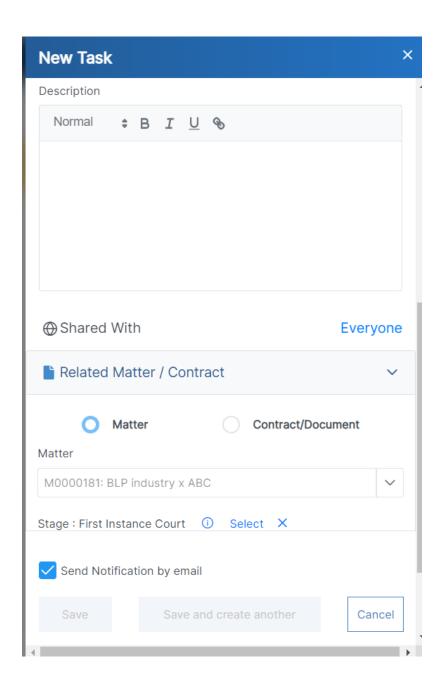
Steps

In LEXZUR you can add a new task via the **Actions** button in the Stages & Activities tab or via the **Plus** button in the Tasks section within each stage.
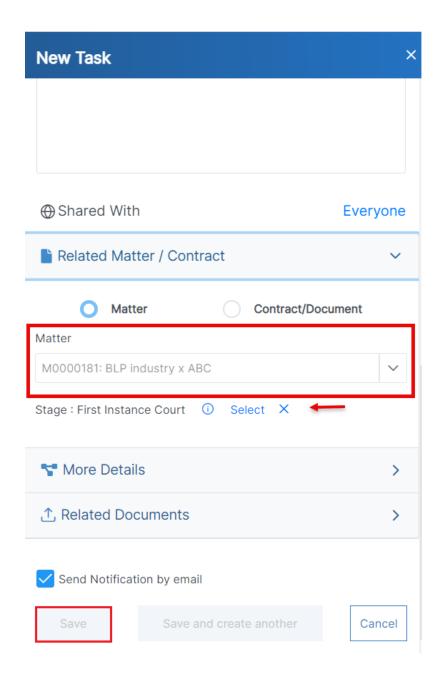

There are 6 mandatory fields: Title, Task type, assigned to, requested by, priority, and due date.
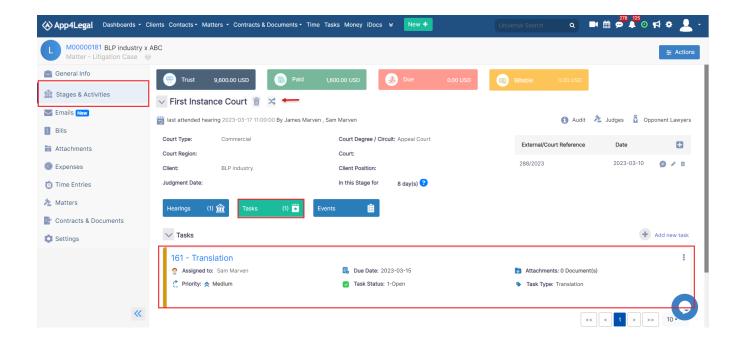
- Task Title: The title for this task.
- Task Type: A list that can be customized on the fly.
- Assigned to: LEXZUR User who is going to work on the Task. There is an "Assign to Me" quick button that automatically adds the logged-in user to the field.
- Priority: A defined list. Priority serves the color coding on Task Boards
- Due Date: When this task needs to be done.
- Notify me before: Add a reminder related to the task based on the due date and then press save.
- Requested by: the user who requested for this task to be done, by default the logged-in user.
- Add a Description: What is needed to be done on this task.
- Related Matter: The associated matter is selected by default.
- Stage: You can select the stage where you need to add the task for.
- You can add more details or attach documents related to this task.

New Task

Task Title*

Task Type*   + Task Type

To-Do

Assigned to*

Assign to me

Priority*

⇧ Medium

Due Date*

2023-03-19

Notify me before

Requested by*

James Marven

☑ Send Notification by email

Save   Save and create another   Cancel

New Task

Description

Normal ⬍ **B** *I* U 🔗

Shared With   Everyone

📄 Related Matter / Contract   ⌄

⦿ Matter   ◯ Contract/Document

Matter

M0000181: BLP industry x ABC   ⌄

Stage : First Instance Court   ⓘ   Select   ✕

☑ Send Notification by email

| Save | Save and create another | Cancel |

Once you add your task it will appear in the Stages & Activities tab by clicking on the tasks in each stage.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!