

How to Manage Dashboards

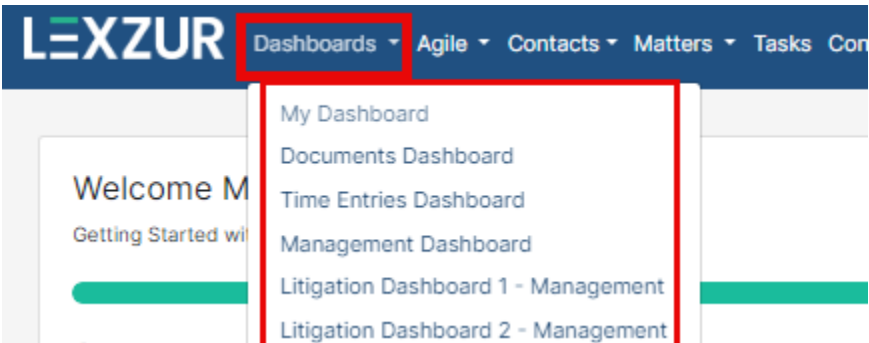
Objectives

- Display Dashboards (Documents, Time entries, Management, Litigation, and Personal Dashboards)

Steps

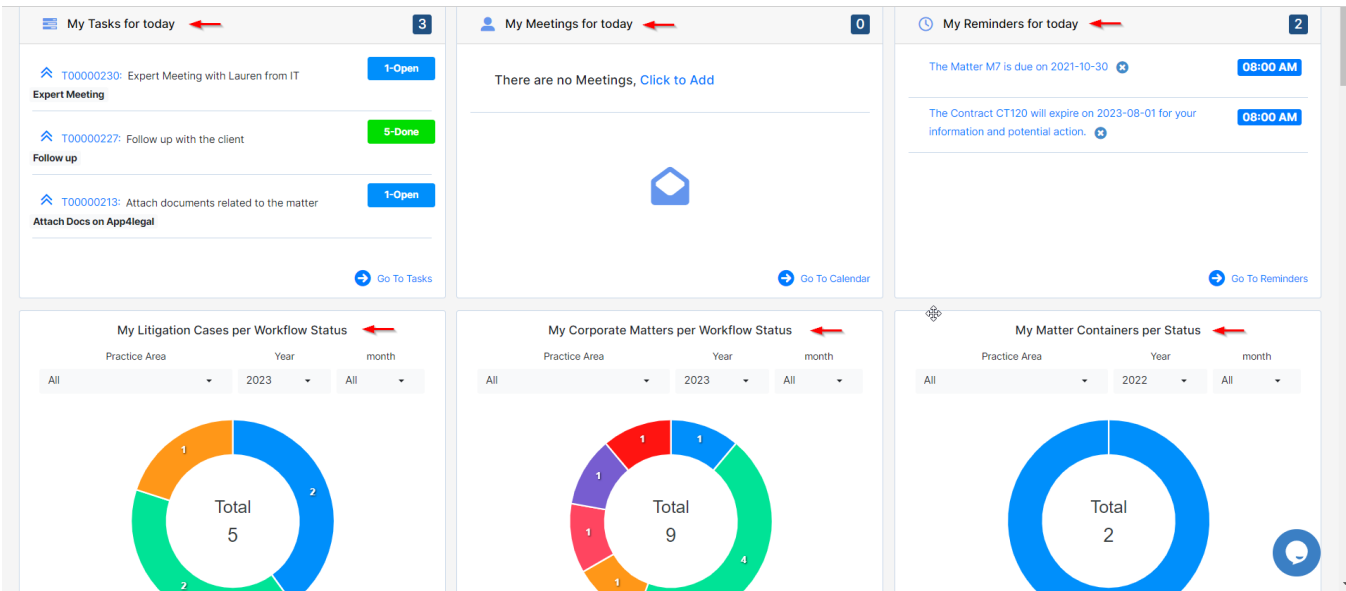
In LEXZUR you can have a 360-degree view of your team's performance and progress through single-view dashboards.

You can access the dashboards from the main menu.



My Dashboard:

My Dashboard is a great place that keeps you up to date with everything under your control—from Tasks to personalized Reminders. You will be able to view an overall picture of all your system activities here.



In addition to your upcoming hearings, your recorded expenses, and your logged hours as well.

My Hearings

Current Month

Day	Date & Time	Hearing Type	Court	Court Region	Litigation Case	Stage	Opponent lawyer	Filed on	External/Court Reference - Date	Comments
Friday	2023-06-02 10:00:00	Hearing in Presence	No Data	No Data	M00000230: Agency Grid X ABC Company	Execution	No Data	2023-05-24	No Data	No Data

Showing 1 to 1 of 1 entries

My Expenses

Id	Category	Amount	Date	Status
00000223	Expert Fee	500.00 USD	2023-06-02	open
00000221	Company Incorporation Fee / Legal Docs	2,000.00 USD	2023-05-30	open
00000217	Office / Internet & Telephone	500.00 USD	2023-05-18	approved
00000216	Office / Office Supplies	1,000.00 USD	2023-05-17	open
00000210	Advance of Expert Fee	1,500.00 USD	2023-05-05	approved
00000206	Advance of Expert Fee	563.00 USD	2023-04-28	open

Showing 1 to 6 of 82 entries

My Cash Accounts

Account Name	Account Number	Account Currency	Balance
Alice Petty Cash	CASH1334565695	USD	21,577.40
Cash account	1334565694	USD	-20,644.00
Cash account	1334565694	USD	-9,616.00
Cash account	CASH1334565694	USD	-34,556.80
Cash LBP	1334565693	LBP	0.00
Cash supplies	1334565690	USD	-7,450.00

Showing 1 to 6 of 9 entries

My Billable vs non-billable hours

60.00

Billable Hours Non Billable Hours

My billable vs non-billable hours logged Today

Billable Hours Non Billable Hours

Documents Dashboards:

Document Dashboards give you an overview of your contracts, for example, what has been received or expired this month, a list of contracts per party, contracts per value, etc.

Documents Dashboard

Under Negotiation 3

Awaiting Approval 50

Awaiting Signature 41

Expired 60

Added from Client Portal 40

Contracts/Documents Received this Month

Id	Name	Date	Priority	Status
CT286	Test contract	2023-06-14	medium	Filing & Drafting
CT285	Employment Agreement	2023-06-07	critical	Filing & Drafting
CT284	NDA- test	2023-06-07	medium	Drafting
CT282	CLA-BLP company	2023-06-06	medium	Filing & Drafting
CT281	Procurement Department	2023-06-01	high	Drafting
CT280	Medical Service Contract	2023-05-30	medium	Filing & Drafting

1 of 13 pages (78 items)

Contracts/Documents per Party

14

Contracts/Documents Expiring this Quarter

Id	Name	End Date	Priority	Status
CT167	Employment contract 12:	2023-05-26	medium	Executed
CT115	Non-Disclosure Agreeeme	2023-06-01	medium	Under Approval
CT102	Employment Contract	2023-06-01	medium	Filing & Drafting
CT93	Service Agreement	2023-06-07	critical	Under Signature
CT81	Employer contract betwe	2023-06-08	medium	Executed
CT80	Employment Agreement I	2023-04-06	medium	Executed

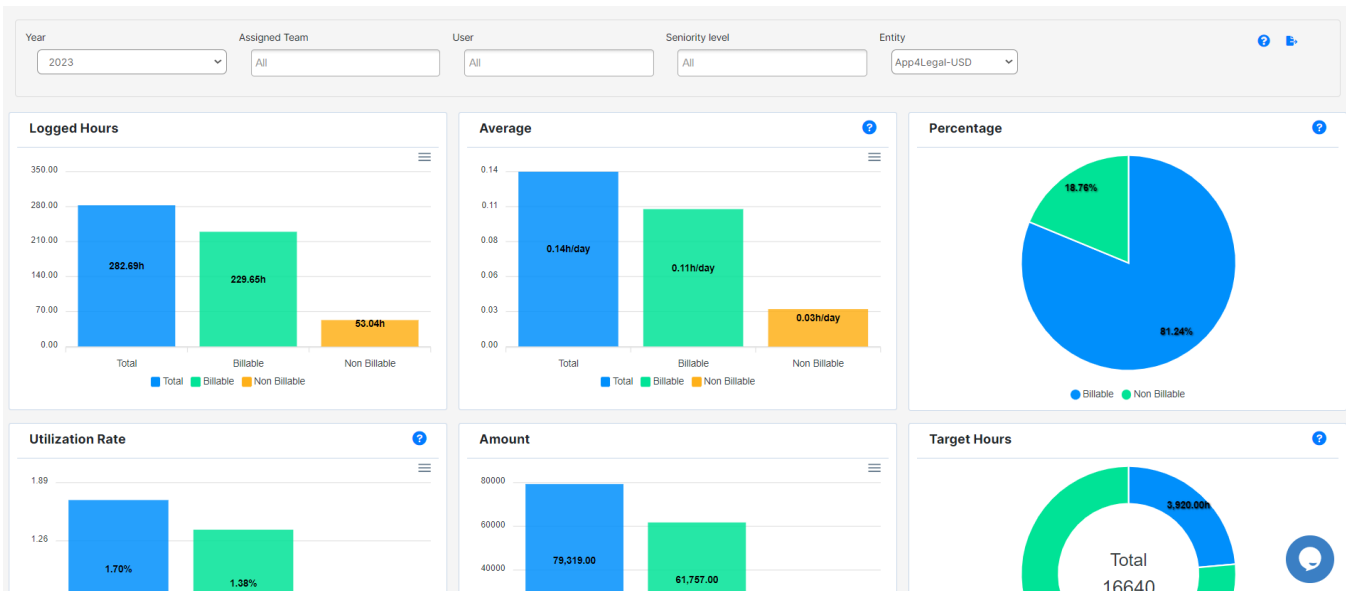
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Contracts/Documents per Status

36

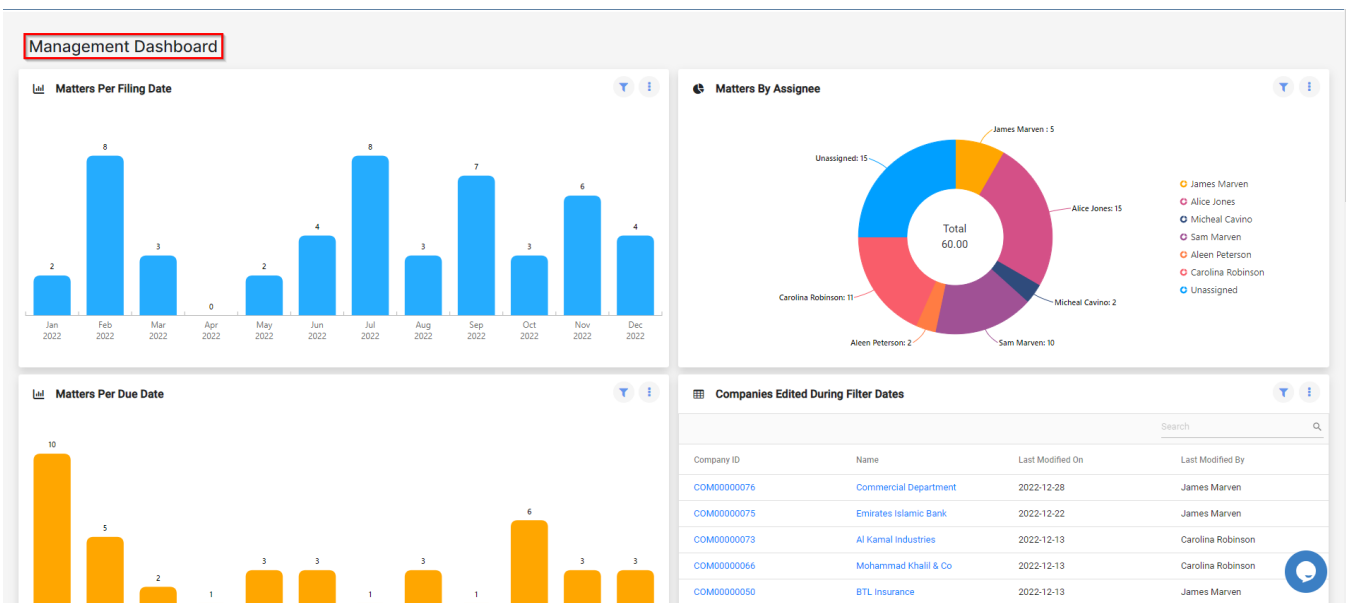
Time Entries Dashboard:

The time tracking dashboard displays many useful charts that showcase logged hours, average time logged per day, percentage of billable and non-billable time logs, and so on



Management Dashboard:

The management dashboard displays useful statistics to provide an overview of the activity and performance of the team. These graphics showcase matters per filing date, matters per assignee, matters per due date, etc...



Litigation Dashboard:

Last but not least the litigation management dashboard displays important insights and charts to provide summary data on litigation cases such as Cases Per Arrival Date, Case Stages Per Court Type, Hearing Per Assignee, etc...



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

Thank you!