

# .brikkit.menu.App4Legal Menu.mobile.phone

- [LEXZUR User Guide](#)
  - [Getting Started with LEXZUR \(formerly App4Legal\)](#)
  - [Core](#)
    - [Contacts Module](#)
      - [Companies Module](#)
        - [How to Manage Companies in Lexzur](#)
        - [How to Add a New Company](#)
        - [How to Add Company Bank Accounts](#)
        - [How to Manage Company Board Members](#)
        - [How to Manage Company Assets](#)
        - [How to Manage Company Registrations and Licenses Details](#)
        - [How to Manage Company Shareholders](#)
        - [How to Manage the Folder Structure in Companies](#)
        - [How to Link a Person/ Matter/ Contract to a Company](#)
        - [How to Manage Company Reminders](#)
        - [How to Manage Company Authorized Signatories](#)
        - [How to Manage Company Branches](#)
        - [How to Customize Company View Page](#)
        - [How to Manage Company Groups](#)
      - [Persons Module](#)
        - [How to Manage Persons in Lexzur](#)
        - [How to Add a New Person](#)
        - [How to Clone a Person](#)
        - [How to Edit a Person](#)
        - [How to Link a Person/ Matter/ Contract to a Person](#)
        - [How to Set Categories/Sub-Categories to Persons](#)
      - [How to Categorize Contacts, Filter, and Extract Data](#)
      - [How to Manage Clients in LEXZUR](#)
    - [Corporate Matters Module](#)
      - [How to Manage Corporate Matters](#)
      - [How to Add a New Corporate Matter](#)
      - [How to Manage Archived Matters](#)
      - [How to Assign Tasks in Corporate Matters](#)
      - [How to Capture and Manage Matter Details](#)
      - [How to Link Matter/Case/Contract to a Matter](#)
      - [How to Log Time on Corporate Matters](#)
      - [How to Manage Matter Reminders](#)
      - [How to Manage Matter's Rates and Billing Preferences](#)
      - [How to Apply Filters on Matters](#)
      - [How to set privacy at the level of Matter or Folder](#)
      - [How to Record Expenses on Corporate Matters](#)
      - [How to Add Partner Shares For Matters](#)
      - [How to send Emails from Corporate Matters and Litigation Cases](#)
      - [How to Configure Matter SLA](#)
      - [How to Manage the Folder Structure In Matters](#)
      - [How to Create Matter Folder Templates](#)
      - [How to Customize Matter Email Templates](#)
      - [How to Customize Matter View Page](#)
      - [Matter Assignment Rule](#)
    - [Litigation Cases Module](#)
      - [How to Manage Litigation Cases](#)
      - [How to Add a New Litigation Case](#)
      - [How to Add New Events](#)
      - [How to Add New Hearing](#)
      - [How to Add Reminders for Litigation Cases](#)
      - [How to Add Task Related to the Litigation Case](#)
      - [How to Capture & Manage Litigation Case Details](#)
      - [How to Edit Hearings](#)
      - [How to Generate Hearing Reports](#)
      - [How to log time on Litigation Cases](#)
      - [How to Manage Litigation Stages](#)
      - [How to Create Hearing Template](#)
      - [How to Record Expenses on Litigation Cases](#)
      - [How to Manage Hearings](#)
      - [How to Customize Litigation Cases Email Templates](#)
      - [How to Display Litigation Stages in a Timeline View](#)
    - [Billing Module](#)
      - [Billing Settings](#)
        - [How to Configure the Billing Module](#)
        - [How can I add/edit/activate discounts on invoices?](#)
        - [How to Add New Expense Category](#)
        - [How to Change the Company Logo of the Invoice](#)
        - [How to Adjust the Exchange Rates](#)
        - [How to Configure Bills Approval Center](#)
        - [How to create a Quote in a currency other than the Entity's currency?](#)

- How to Create Invoice Custom Fields
  - How to Create Multiple Entities
  - How to customize discounts and terms related to Invoices per Client?
  - How to customize invoice template?
  - How to Customize ZATCA Template
  - How to Set Invoice Number Prefix
  - How to Add Multiple Currencies
  - How to Predefine Services Items on Invoices?
  - How to Setup Taxes on Invoices?
  - How to Specify the User Rate per Hour
  - How to Set Credit Note and Debit Note Number Prefix
  - How to Clone Invoice Templates
- How to Generate Billing Reports
  - Bank Reconciliation Report
  - Billing Reports-Matters
- How to E-invoice your clients
- How to Print a Voucher for Payment on an Invoice?
- How to Create Client Accounts in Different Currencies?
- How to Create Petty Cash Accounts for the Team Members?
- How to Define the User's Label to be Used in Invoicing Time Entries?
- How to Invoice Your Clients
- How to log an Expense from my Petty Cash?
- How to Manage Your Accounts
- How to Manage Expenses
- How to Add a New Bill
- How to Manage Partners Accounts
- How to Manage Suppliers Accounts
- How to Settle Payments on Invoices
- How to Track and Manage Supplier Bills Details
- How to transfer money from an account to other?
- How to Track a Trust Fund?
- How to Send Invoices by Email from LEXZUR
- How to set the opening balance of the client account?
- Create Credit Notes
- Create Debit Notes
- How to Add a Journal
- How to Settle Payments on Bills
- How to Add Adjustments on Invoices
- Lump Sum Feature
- Billing Dashboards
- LEDES Billing
- How to Customize Invoice Email Template
- How to Duplicate Billing Transactions
- How to Manage Journals
- How to Enable Analytic Accounts
- How to Use Analytic Accounting in Lexzur
- How to Delete Expenses
- How to Revert Time logs and Expenses
- How to Apply Partner Commissions on Invoices
- How to Activate E-invoicing
- iDocs Module
  - How to Use the Document Generator in LEXZUR
  - Manage Documents in LEXZUR
- Intellectual Property Module
  - How to Manage Intellectual Property
- Matter Containers Module
  - How to Manage Matter Containers
- Reports, Boards & Dashboards
  - How to Manage Dashboards
  - How to Build Customized Reports
  - How to Generate Reports
  - How to Manage the Matter Board
  - How to Manage the Task Board
  - How to Generate Companies Reports
  - How to Generate Hearings Reports
  - How to Generate Matters Reports
  - How to Generate Persons Reports
  - How to Generate Tasks Reports
  - How to Generate Time Entries Reports
  - How to Manage the Documents Dashboard
  - How to Manage the Contract Board
  - How to Generate Conflict Check Report
- Settings
  - How to Add External Links
  - How to Add a New User
  - How to Create Custom Fields
  - How to Manage Matter Workflows
  - How to Configure Kanban Boards
  - How to Configure the Assigned Team

- How to Configure the SMTP server for out-going emails?
  - How to Customize the Client Portal
  - How to Customize Workflows
  - How to Enable the Hijri Calendar
  - How to Enforce a Password Change for the User Upon Login.
  - How to Import Data to the System
  - How to Integrate Dropbox
  - How to Manage Users and Licenses
  - How to Replace User by Another
  - How to Set the User Group Permissions
  - How to Automate Tasks and Reminders
  - How to Delegate Your Work to Other Team Member
  - How to Change the Look & Feel of the System
  - How to Set Default Matter Client
  - How to Lock Time Entries Based on Workflow Status
  - How to Configure Email Notifications Templates
  - How to Update License Files
  - How to Create Cascading Custom Fields
  - Managing System Notifications
  - Email Listener Feature
  - How to Configure Reminder Settings
- Tasks Module
  - How to Manage Tasks in LEXZUR
  - How to add checklists on tasks
  - How to Manage Archived Tasks
  - Task Assignment Rule
- Time Entries
  - How to Add Time Logs
  - How to lock Time Entries
  - How to round-up time entries
  - How to Set a Default Time Entry Status for Matters
  - How to Split Time Entries
  - Time Module Management in Lexzur
- Contra
  - How to Manage Contracts in Lexzur
  - How to Generate a Contract/Document
  - How to manage & capture contract/ document details
  - How to Review & Approve a Contract
  - How to Sign Contracts
  - How to Manage Contract Reminders
  - How to Track Contra Milestones
  - How to Send Emails From Contracts
  - How to Log Time and Add Expenses to Contracts
  - How to Manage the Folder Structure Related to a Contract
  - How to link a task/matter/contract to a contract?
  - How to Create Contra Predefined Templates
  - How to Renew a Contract
  - Contracts & Documents SLA management
  - How to Create Contra Template using the Word Add-on
  - How to Configure Approval Centers
  - How to Configure Signature Centers
  - How to Create Contra Predefined Forms
  - How to Configure Contra ID
  - How to Manage Contracts Workflows
  - How to Customize Contracts Workflows
  - How to Track Contra Dashboard
  - How to Share Contracts & Collaborate with External Parties
  - How to Manage Archived Documents
  - How to Sign Contracts in Lexzur via Docusign
  - How to Sign Using Adobe in Lexzur
  - How to Configure Approval or Signature Centers Based on Roles
  - How to Use the LEXZUR Sign Powered by Adobe Acrobat
  - How to Link Workflow Statuses to Approval and Signature Center Statuses
  - How to Automate Tasks and Reminders When Creating Contracts
  - How to use AI in Contra
  - How to Create Contra Folder Template
  - How to Setup and Configure Contra Settings
  - How to Customize Contra Email Template
  - How to Create Contra Amendment
  - How to Create Contra Addendum
  - How to Define Duration Unit For Contracts
  - How to Get Contract Histories
  - How to Manage Contract Templates
  - How to Draft and Collaborate on documents and contracts?
  - How to Amend a Contract
  - How to Hide Contract Pages
  - How to Hide Empty Contract Fields
  - How to Reset Contract IDs
  - How to Set Default Contract Name

- How to use Lexzur Internal Signature
  - How to Specify Contracts First Party
  - How to Manage Contra Types
  - How to Hide Approval and Rejection Date
  - How to Customize Contra Notification Email
  - How to manage Contra Privacy
  - How to Manage Contract Assignment
- Add-ons & Integrations
  - Lexzur Connect for Google Workspace™
    - How to Enable the Lexzur Connect for Google Workspace™
    - How to Use Lexzur Connect for Google Workspace™.
  - Outlook Connect
    - How to Archive My Emails in the System
    - How to Enable Outlook Connect
    - How to Sign into A4O and Document Editor using Azure AD for on-server?
    - How to Use Outlook Connect
    - How to Use the Outlook Connect-Desktop Version
  - Teams Connect
    - How to Install Teams Connect
    - How to Use Teams Connect
  - Zoom Connect
    - Zoom connect removal
  - LEXZUR for Word
  - Adobe Sign Integration
  - DocuSign Integration
  - Sayen Integration
  - Zapier Integration
  - Emdha Integration
  - How to Integrate LEXZUR with Cloud Document Management Solutions
  - How to Sync LEXZUR Calendar with Google Calendar™
  - How to sync LEXZUR Calendar with Office 365 Calendar
  - Self-hosted configuration - Sync Email Engine with Gmail™
  - Self-hosted configuration - Sync Email Engine with Microsoft Office 365
  - Manage Apps in LEXZUR Marketplace
  - LEXZUR Word Add-on in Microsoft Word Editor
  - SSO Integration with MS Active Directory on IIS
  - SSO Integration with Azure Active Directory
  - OneLogin SSO Integration
  - Azure Active Directory SSO Integration
  - Self-hosted configuration - Sync Microsoft Office 365 Calendar with App4Legal Calendar
  - How to Install Lexzur for Word Addon
- LEXZUR Client Portal
  - How to Access the Client Portal
  - How to Configure Roles
  - How to Configure the Client Portal?
  - How to Customize Client Portal Look & Feel
  - How to Delegate Contracts to Alternative Collaborators
  - How to Import Client Portal Users From Active Directory
  - How to Manage Client Portal Users
  - How to Manage Hearing Visibility From the Client Portal
  - How to Manage Requests Received From the Client Portal
  - How to Set Up the Client Portal Defaults
  - How to Share Client Portal Requests with Watchers
  - How to Share Contracts/Documents with the Client Portal
  - How to Share Matters with the Client Portal
  - How to Use Client Portal Sign Up Feature
  - How to use the Client Portal as Client
  - How to Use the Client portal as Collaborator
- LEXZUR Advisor Portal
  - How to Customize Advisor Portal Look and Feel
  - How to Manage Email Notifications for Advisors
  - How to Manage Matter/Cases Edit from the Advisor Portal
  - How to Manage the Advisor Portal
  - How to Outsource Matters/Cases to External Advisor
  - How to use the Advisor Portal from Advisor Perspective
- LEXZUR Mobile App
  - How to Get Started with Mobile App
  - How to Manage Persons in Mobile App
  - How to Manage Companies in Mobile App
  - How to Manage Corporate Matters in Mobile App
  - How to Manage Litigation Cases in Mobile App
  - How to Manage Hearings in Mobile App
  - How to Manage Intellectual Properties in Mobile App
  - How to Manage your Time in Mobile App
  - How to Manage Expenses in Mobile App
  - How to Manage Reminders in Mobile App
  - How to Manage Tasks in Mobile App
  - How to Configure Mobile App Settings
  - How to Manage Contracts in Mobile App

- Lexzur Privacy Policy
- How to Manage Meetings in Mobile App
- FAQ
  - How to Access the Support Portal
  - How to add my own Signature
  - How to assign multiple cases/matters to different teams?
  - How to change the search criteria in a grid and export results?
  - How to Create Your LEXZUR Account
  - How to Define the Tax Number
  - How to enable LEXZUR Mobile app?
  - How to Enable Out of Office Feature
  - How to invoice time logs/entries?
  - How to Manage Reminders
  - How to Manage your Profile
  - How to Reset or Change your Password
  - Delete Cache and Temporary Files from Internet Browser
    - Delete Browser Cache in Firefox
    - Delete Browser Cache in Safari
    - How to Delete Browser Cache in Google Chrome™ browser
    - Delete Browser Cache in Internet Explorer
  - How to Update Subscription Via E-payment
    - How to Subscribe to LEXZUR
  - How to Avoid Multiple Accounts Issues in Lexzur Connect for Google Workspace™
  - How to Manage User Licenses for Employee Transitions
  - How to Personalize Email Signatures
- Release Notes Core and Contra
  - App4Legal.v2.0 Release Notes
  - App4Legal.v2.1 Release Notes
  - App4Legal.v2.2 Release Notes
  - App4Legal.v2.3 Release Notes
  - App4Legal.v2.4 Release Notes
  - App4Legal.v2.5 Release Notes
  - App4Legal.v3.0 Release Notes
  - App4Legal.v3.1.1 Release Notes
  - App4Legal.v3.1.2 Release Notes
  - App4Legal.v3.1.3 Release Notes
  - App4Legal.v3.1 Release Notes
  - App4Legal.v3.2.1 Release Notes
  - App4Legal.v3.2.2 Release Notes
  - App4Legal.v3.2 Release Notes
  - App4Legal.v4.0 Release Notes
  - App4Legal.v4.1 Release Notes
  - App4Legal.v4.1.1 Release Notes
  - App4Legal.v4.2 Release Notes
  - App4Legal.v4.2.1 Release Notes
  - App4Legal.v4.2.2 Release Notes
  - App4Legal.v4.2.3 Release Notes
  - App4Legal.v4.2.4 Release Notes
  - App4Legal.v4.2.5 Release Notes
  - App4Legal.v4.3 Release Notes
  - App4Legal.v5 Release Notes
  - App4Legal.v5.0.1 Release Notes
  - App4Legal.v5.1 Release Notes
  - App4Legal.v5.1.1 Release Notes
  - App4Legal.v5.2 Release Notes
  - App4Legal.v5.3 Release Notes
  - App4Legal.v5.3.1 Release Notes
  - App4Legal.v5.4 Release Notes
  - App4Legal.v5.4.1 Release Notes
  - App4Legal.v5.4.2 Release Notes
  - App4Legal.v6.3 Release Notes
  - App4Legal.v6.4 Release Notes
  - App4Legal.v6.5 Release Notes
  - App4Legal.v6.6 Release Notes
  - App4Legal.v6.7 Release Notes
  - App4Legal.v6.8 Release Notes
  - App4Legal.v6.9 Release Notes
  - App4Legal.v7.0 Release Notes
  - App4Legal.v7.1 Release Notes
  - App4Legal.v7.2 Release Notes
  - App4Legal.v7.3 Release Notes
  - App4Legal.v7.4 Release Notes
  - App4Legal.v7.5 Release Notes
  - App4Legal.v7.6 Release Notes
  - App4Legal.v7.7 Release Notes
  - App4Legal.v7.9 Release Notes
  - App4Legal.v7.9.1 Release Notes
  - App4Legal.v7.10 Release Notes
  - App4Legal.v7.11 Release Notes

- [App4Legal.v7.12 Release Notes](#)
- [App4Legal.v7.14 Release Notes](#)
- [App4Legal.v7.15 Release Notes](#)
- [App4Legal.v7.16 Release Notes](#)
- [App4Legal.v7.17 Release Notes](#)
- [App4Legal.v7.18 Release Notes](#)
- [App4Legal.v7.19 Release Notes](#)
- [App4Legal.v7.20 Release Notes](#)
- [App4Legal.v8.0 Release Notes](#)
- [App4Legal.v8.2 Release Notes](#)
- [App4Legal.v8.1 Release Notes](#)
- [App4Legal.v8.3 Release Notes](#)
- [App4Legal.v8.4 Release Notes](#)
- [App4Legal.v8.5 Release Notes](#)
- [App4Legal.v8.6 Release Notes](#)
- [App4Legal.v8.6.1 Release Notes](#)
- [App4Legal.v8.7 Release Notes](#)
- [App4Legal.v8.8 Release Notes](#)
- [App4Legal.v8.9 Release Notes](#)
- [App4Legal.v8.10 Release Notes](#)
- [App4Legal.v8.14 Release Notes](#)
- [App4Legal.v8.15 Release Notes](#)
- [App4Legal.v8.16 Release Notes](#)
- [App4Legal v9.1.0.0 Release Notes](#)
- [App4Legal v9.2.0.0 Release Notes](#)
- [App4Legal v9.3.0.0 Release Notes](#)
- [App4Legal v9.4.0.0 Release Notes](#)
- [App4Legal v9.5.0.0 Release Notes](#)
- [App4Legal v9.6.0.0 Release Notes](#)
- [App4Legal v9.7.0.0 Release Notes](#)
- [App4Legal v9.8.0.0 Release Notes](#)
- [LEXZUR v9.9.0.0 Release Notes](#)
- [LEXZUR v9.10.0.0 Release Notes](#)
- [Release Notes: ADD](#)
  - [360 Docs](#)
  - [App4Legal Outlook Connect](#)
  - [App4Legal Web Document Editor](#)
  - [App4Legal Word App](#)
  - [Mobile App](#)
- [Supported Platforms](#)
  - [Supported Platforms < 7.5](#)