

How to Manage Archived Documents

Objectives

- [Archive Contracts](#)
- [Unarchive Contracts](#)


Steps

Archive Contracts:

Open the Contracts & Documents Grid, click on the actions wheel next to the contract you want to archive, and click on **Archive**.

Contracts & Documents All Save as Export Tools

1 - 20 of 173 Items Search Advanced Columns

<input type="checkbox"/>	ID	Name	Value	Type	Currency	#	Status	Workflow Status	Date	Start date
<input type="checkbox"/>	 CT291	Adam Consultancy Agreement	0.00	Consultancy Agreement		291	Active	Filing & Drafting	2023-06-19	
<input type="checkbox"/>		Purchase Agreement between ABC and BLP	2,000.00	Purchase Agreement		287	Active	Filing & Drafting	2023-06-09	
<input type="checkbox"/>		Employment Agreement	2,000.00	General employment contract		285	Active	Filing & Drafting	2023-06-07	2023-06-07
<input type="checkbox"/>	CT282	CLA-BLP company	0.00	Commercial Lease Agreement		282	Active	Filing & Drafting	2023-06-06	
<input type="checkbox"/>	CT281	Procurement Department-SSC Services	20,000.00	Procurement		281	Active	Drafting	2023-06-01	
<input type="checkbox"/>	CT280	Medical Service Contract	0.00	Reselling Agreement		280	Active	Filing & Drafting	2023-05-30	2023-05-30
<input type="checkbox"/>	CT279	CLA Request	0.00	Commercial Lease Agreement		279	Active	Filing & Drafting	2023-05-24	
<input type="checkbox"/>	CT278	[Amendment 202305] Partnership agreement-Agency Grid	100,000.00	Partnership Agreement	AED	278	Active	Filing & Drafting	2023-05-17	2023-05-17
<input type="checkbox"/>	CT276	Employment contract	100.00	General employment contract		276	Active	Filing & Drafting	2023-05-23	2023-05-23
<input type="checkbox"/>	CT275	Employment Contract between ABC services and	0.00	General employment contract		275	Active	Executed	2023-05-23	2023-05-23

Unarchive Contracts:

Archived contracts will be no longer visible from the list of contracts, therefore to access the list of unarchived matters you need to search for it:

Open **Advanced** filters:

[Hide] Export Tools

Search Advanced Columns

Workflow Status	Date	Start date
Filing & Drafting	2023-06-19	

Set **Archived Status** to **Yes** and **Submit**.

Type

Equal

Select

Description

contains

Assigned Team

Equal

Select

Reference#

contains

Workflow Status

Equal

Select

Start Date

Equal

YYYY-MM-DD

Amendment of

contains

Country

Equal

Select

Archived

Equal

Yes

Party

Start typing

Contributor

Look Up

Start typing

Created By

Look Up

Start typing

Company Name

Equal

Shipping Terms

contains

Sub type

Equal

Client Name

Start typing

Assignee

contains

Start typing

Value

Equal

Date

Equal

YYYY-MM-DD

End Date

Equal

YYYY-MM-DD

Addendum of

contains

Applicable Law

Equal

Select

Requested By

contains

Start typing

Party

Start typing

Status

Equal

either

Modified By

Look Up

Start typing

Termination Clause

contains

Reset

Submit

Similarly, from the archived contracts list, click **Unarchive** right next to the document you wish to unarchive.

Contracts & Documents

All

Save as

Export

Tools

1 - 14 of 14 items

Search

Advanced

Columns

<input type="checkbox"/>	ID	Name	Value	Type	Currency	#	Status	Workflow Status	Date	Start date
<div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>View / Edit</div><div>Hide in Client Portal</div><div>Show SLA Elapsed Time</div><div>Unarchive</div><div>Delete</div></div></div></div>	CT291	Adam Consultancy Agreement	0.00	Consultancy Agreement		291	Active	Filing & Drafting	2023-06-19	
<input type="checkbox"/>		NDA- Alvah	0.00	Non-disclosure Agreement		290	Active	Drafting	2023-06-16	2023-06-16
<input type="checkbox"/>		NDA-Lauren	0.00	Non-disclosure Agreement		288	Active	Drafting	2023-06-09	2023-06-09
<input type="checkbox"/>	CT277	Partnership agreement-Agency Grid	0.00	Partnership Agreement		277	Inactive	Under Approval	2023-05-17	2023-05-17
<input type="checkbox"/>	CT199	NDA for Paul Jones	3,000,000.00	Non-disclosure Agreement	USD	199	Active	Under Approval	2023-02-28	2023-02-28
<input type="checkbox"/>	CT197	Purchase Agreement between BLP industry and ABC	10,000.00	Purchase Agreement	AED	197	Active	Executed	2023-02-22	2023-02-22



You can select multiple contracts/documents to be archived or unarchived, simply via the Tools button

Contracts & Documents

All

Save as

1 - 20 of 172 items

Search

Advanced

Export

Tools

Manage Filters

Archive

Unarchive

Delete

Start date

<input type="checkbox"/>	ID	Name	Value	Type	Currency	#	Status	Workflow Status		
<input checked="" type="checkbox"/>	CT287	Purchase Agreement between ABC and BLP	2,000.00	Purchase Agreement		287	Active	Filing & Drafting	2023-06-09	
<input checked="" type="checkbox"/>	CT285	Employment Agreement	2,000.00	General employment contract		285	Active	Filing & Drafting	2023-06-07	2023-06-07
<input checked="" type="checkbox"/>	CT282	CLA-BLP company	0.00	Commercial Lease Agreement		282	Active	Filing & Drafting	2023-06-06	
<input type="checkbox"/>	CT281	Procurement Department-SSC Services	20,000.00	Procurement		281	Active	Drafting	2023-06-01	
<input type="checkbox"/>	CT280	Medical Service Contract	0.00	Reselling Agreement		280	Active	Filing & Drafting	2023-05-30	2023-05-30
<input type="checkbox"/>	CT279	CLA Request	0.00	Commercial Lease Agreement		279	Active	Filing & Drafting	2023-05-24	
<input type="checkbox"/>	CT278	[Amendment 202305] Partnership agreement-Agency Grid	100,000.00	Partnership Agreement	AED	278	Active	Filing & Drafting	2023-05-17	2023-05-17

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

Thank you!