How to Manage Archived Documents

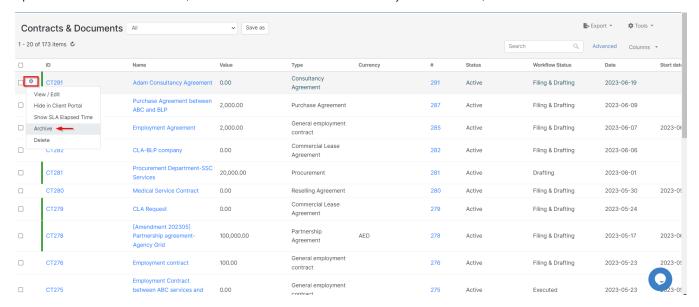
Objectives

- Archive Contracts
- Unarchive Contracts

Steps

Archive Contracts:

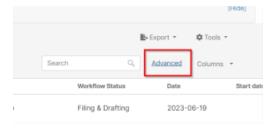
Open the Contracts & Documents Grid, click on the actions wheel next to the contract you want to archive, and click on Archive.



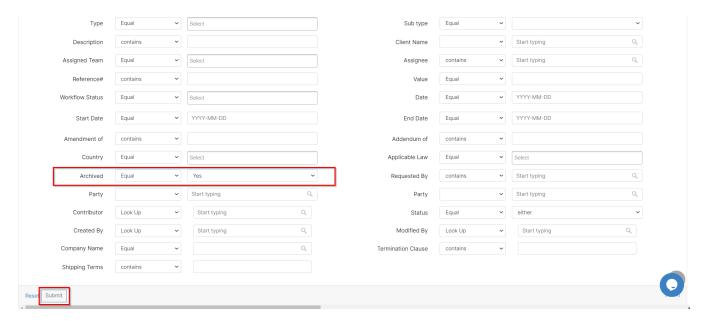
Unarchive Contracts:

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:

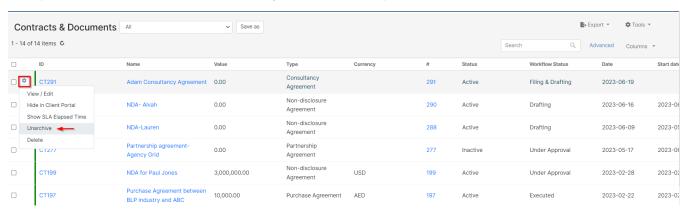
Open Advanced filters:



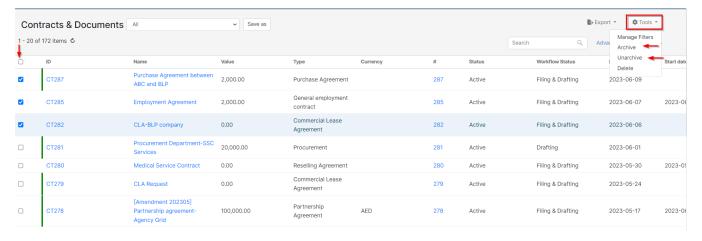
Set Archived Status to Yes and Submit.



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



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



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

Thank you!