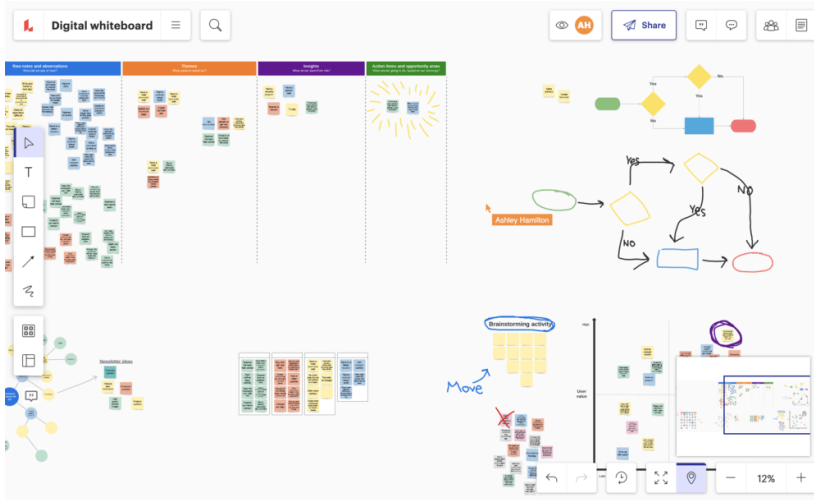
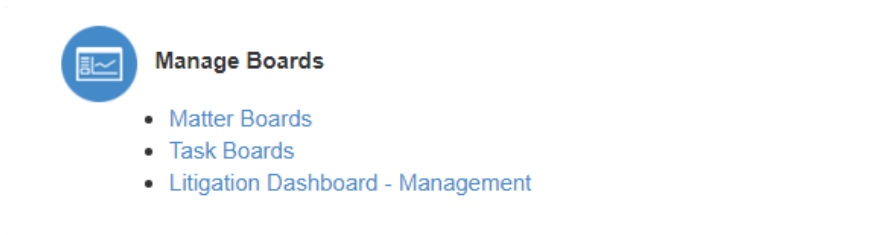


Configure Boards



From the Settings page, choose **Manage Boards**.



Configure Matter Board

The configuration interface is easy and friendly. Board Name is the text field where the Matter Board Name is inserted. The Matter Board supports up to 6 columns. You can add columns from the columns text field using the arrows. Every column in the Board is designated with a name.

Settings / Matter Board / Add New Board

List of Matter Boards



Board Name	Number of Columns	Created By	Created On	Last Modified By	Last Modified On	Actions
Matter Board	4				2020-12-07 08:57:23	

The matters with the associated statuses are under each column name (multiple statuses can be related to one column). Matter statuses are added from the Matter Workflow in the Settings.

Matter Board Information

Board Name*

2

Title* Title*

Workflow Statuses.* Workflow Statuses.*

Column Color:* Column Color:*

From the header of the page, the user can navigate to the list of Matter Boards in the Settings:

In the Matter Board list, the user can add, edit, view and delete a Board.

Matter Board Information

Board Name*

6

Title* Title* Title* Title* Title* Title*

Workflow Statuses.* Workflow Statuses.* Workflow Statuses.* Workflow Statuses.* Workflow Statuses.* Workflow Statuses.*

Column Color:* Column Color:* Column Color:* Column Color:* Column Color:* Column Color:*

Also, from the Matter Board form, from the action wheel on the top right of the Board, the user can choose Configure Board.

Matter Board Name:

Request Received 48	In Progress 2	Cancelled 4	Pending 21	Done 13	Reopened
<p>M00000137 Legal Proceeding aga... 2017-06-15</p> <p>M00000159 Check the attached a... 2017-10-09</p> <p>M00000160 Open a new legal ent... 2017-10-11</p>	<p>M00000104 Re Toban Law Firm A... 2017-02-19</p> <p>M00000120 Invest. in X co 2017-05-01</p>	<p>5-Cancelled</p> <p>M00000088 commercial for XY 2016-12-18</p> <p>M00000173 Review agreement 2017-11-30</p> <p>M00000095 conflict of interest... 2017-12-22</p>	<p>3-Pending Internal</p> <p>M00000020 Amend all Labor Law ... 2016-02-11</p> <p>M00000087 Civil Case for Compa... 2016-12-18</p> <p>M00000094 case against X</p>	<p>M00000001 United Nations Trust... 2015-12-19</p> <p>M00000003 Litigation Case for ... 2016-12-18</p> <p>M00000097 Toban Law Firm 2017-02-16</p>	<p>M00000158 Infosysta vs. Green ... Due Date not set</p>

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Configure Task Board

The configuration interface is easy and friendly. Board Name is the text field where the Task Board Name is inserted. The Task Board supports up to 6 columns. You can add columns from the columns text field using the arrows.

Every column in the Board is designated with a name.

[Settings](#) / [Task Board](#) / [Edit Board](#)

Task Board Information

Board Name*

Column(s).

Title:* <input type="text" value="Open"/>	Title:* <input type="text" value="In Progress"/>	Title:* <input type="text" value="Pending"/>	Title:* <input type="text" value="Done"/>
Workflow Statuses:* <input type="text" value="1-Open"/>	Workflow Statuses:* <input type="text" value="2-In Progress"/>	Workflow Statuses:* <input type="text" value="3-Pending"/>	Workflow Statuses:* <input type="text" value="5-Done"/>
Column Color:* <input type="color" value="#90EE90"/>	Column Color:* <input type="color" value="#90EE90"/>	Column Color:* <input type="color" value="#90EE90"/>	Column Color:* <input type="color" value="#90EE90"/>

The tasks with the associated statuses are under each column name (multiple statuses can be related to one column). Task Statuses are added from the Task section in the Settings.

From the header of the page, the user can navigate to the list of Task Boards in the Settings:

[Settings](#) / [Task Board](#) / [Edit Board](#)

In the Task Board list, the user can add, edit, view and delete a Board.

[Settings](#) / [Task Board](#) / [Add New Board](#)

List of Task Boards

Board Name	Number of Columns	Created By	Created On	Last Modified By	Last Modified On	Actions
Task Board	4					

Also, from the Task Board form, from the action wheel on the top right of the Board, the user can choose Configure Board.

Task Board Name:

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