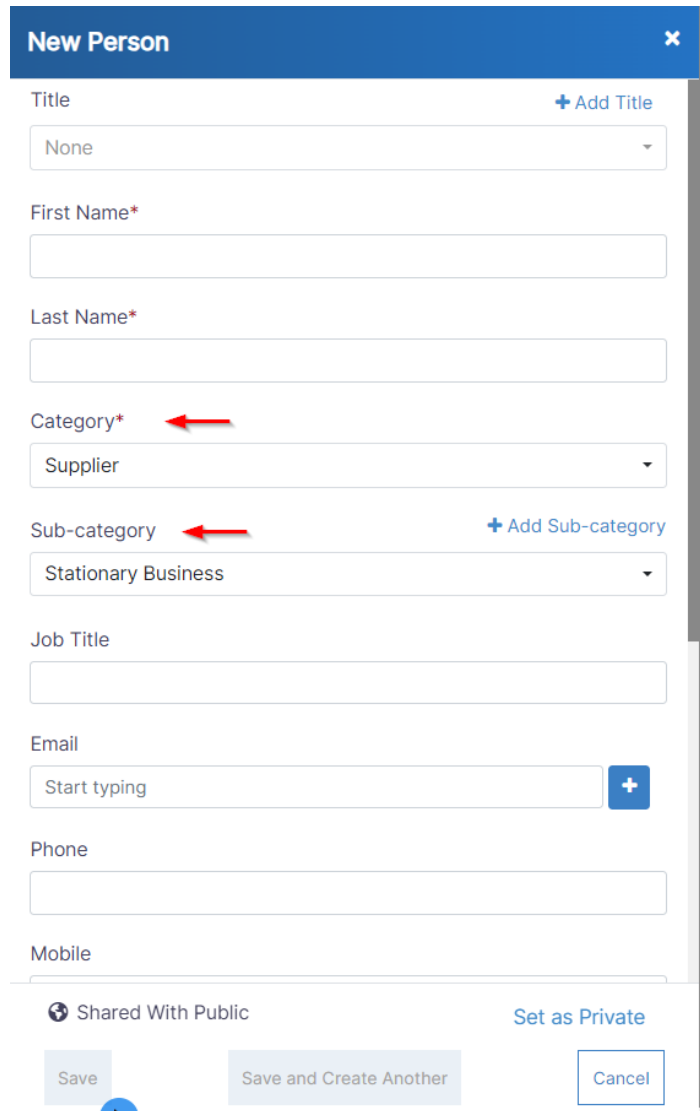# How to Set Categories/Sub-Categories to Persons

Objectives

- Set categories/sub-categories to persons to search easily

Steps

You can define the Categories and Subcategories for persons on the **New Person** page.

- **Category:** is the relation between the person and the law firm/Legal department, a standard list of values including Client, Opponent, Partner, and so on
- **Sub-Category** is a customizable list of values, to further define the relation with this person ex: Internal Client.

You can also set the Categories and Subcategories to your persons in the edit person page.

Once you've assigned categories/sub-categories to persons, searching becomes more streamlined.

Use the **Advanced** search option on the **Person** grid to filter results based on the associated categories/sub-categories.

You can save the filter, give the filter a name and it will appear on the list of quick filters.

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

Thank you!