

# Managing System Notifications

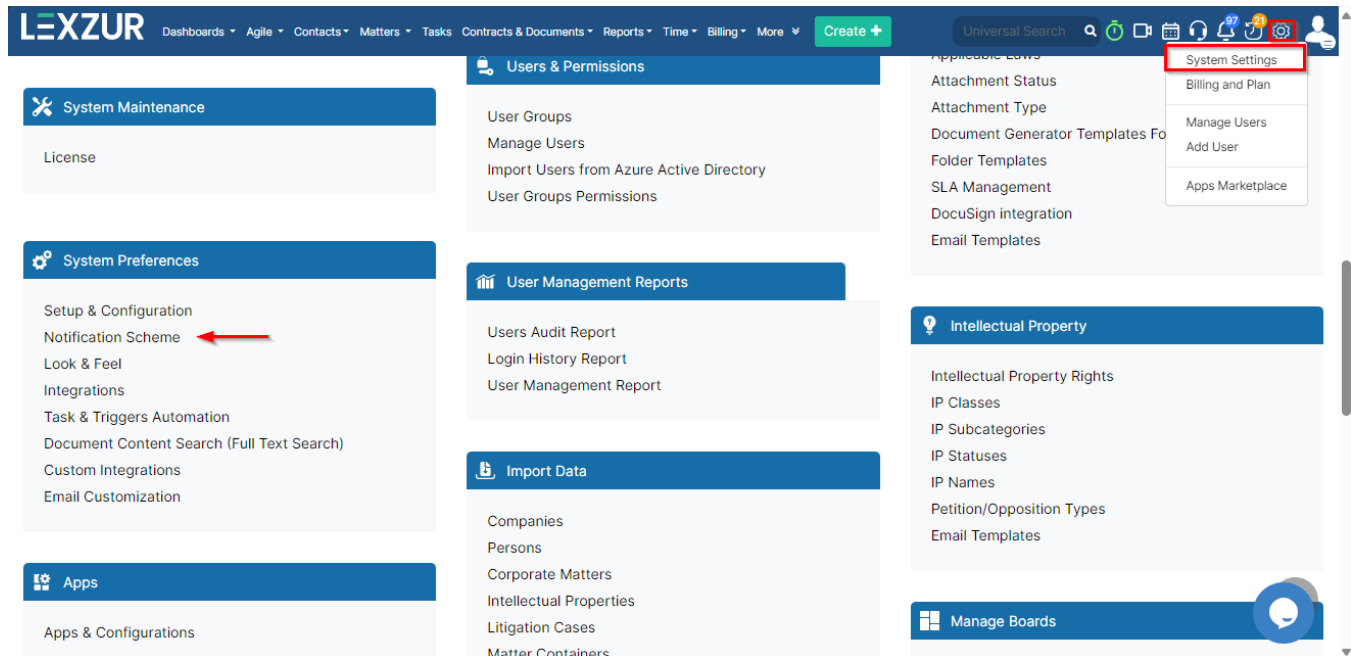
## Objectives:

- Manage system notifications

## Steps:

Within Lexzur, users receive notifications for various system actions. Consequently, administrators can oversee these notifications, including deactivating them and modifying the users who receive notifications.

To do so, click on the action wheel at the top right of the page: **System Settings Notification Scheme** under System Preferences.




You will be redirected to the notification scheme page, where you can manage notifications in simple steps.

You have the option to:

1. Exclude Action Maker from notifications: which means that the user who performed the action will not receive notifications.
2. Enable attachments in emails for Contracts & Documents

[Settings](#) / [Notification Scheme](#)


### User Notification Scheme

Trigger	Notify (To)	Notify (CC)	
New Litigation Case	Assignee <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<div><div>Exclude Action Maker from notifications</div><div>Enable attachments in emails for Contracts &amp; Documents</div></div>
New Corporate Matter	Assignee <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input checked="" type="checkbox"/>
Add Matter Note	Assignee <a href="#">Add matter contributors</a> <a href="#">Edit</a>	Matter Creator * Note Creator	<input checked="" type="checkbox"/>
New Intellectual Property	Assignee <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input checked="" type="checkbox"/>
Edit Litigation Case	Assignee Matter Contributors  <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input checked="" type="checkbox"/>
Edit Matter	Assignee <a href="#">Add matter contributors</a> <a href="#">Edit</a>	Matter Creator(only if Lexzur User) <a href="#">Edit</a>	<input checked="" type="checkbox"/>
Edit Intellectual Property	Assignee <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input checked="" type="checkbox"/>

You can deactivate the email notifications for some triggers.

[Settings](#) / Notification Scheme






User Notification Scheme

Trigger	Notify (To)	Notify (CC)	Send Notification by email
New Litigation Case	Assignee <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input checked="" type="checkbox"/>
New Corporate Matter	Assignee <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input type="checkbox"/>
Add Matter Note	Assignee <a href="#">Add matter contributors</a> <a href="#">Edit</a>	Matter Creator * Note Creator	<input checked="" type="checkbox"/>
New Intellectual Property	Assignee <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input type="checkbox"/>
Edit Litigation Case	Assignee Matter Contributors  <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input checked="" type="checkbox"/>
Edit Matter	Assignee <a href="#">Add matter contributors</a> <a href="#">Edit</a>	Matter Creator(only if Lexzur User) <a href="#">Edit</a>	<input checked="" type="checkbox"/>
Edit Intellectual Property	Assignee <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input checked="" type="checkbox"/>

Moreover, you have the option to edit the users receiving the notifications by clicking on the **Edit** button and specifying the emails needed.

[Settings](#) / Notification Scheme

User Notification Scheme

Trigger	Notify (To)	Notify (CC)	Send Notification by email
New Litigation Case	Assignee <a href="#">Edit</a> 	Matter Creator <a href="#">Edit</a> 	<input checked="" type="checkbox"/>
New Corporate Matter	Assignee <a href="#">Edit</a> 	Matter Creator <a href="#">Edit</a> 	<input checked="" type="checkbox"/>
Add Matter Note	Assignee <a href="#">Add matter contributors</a> <a href="#">Edit</a>	Matter Creator * Note Creator	<input checked="" type="checkbox"/>
New Intellectual Property	Assignee <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input checked="" type="checkbox"/>
Edit Litigation Case	Assignee Matter Contributors  <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input checked="" type="checkbox"/>
Edit Matter	Assignee <a href="#">Add matter contributors</a> <a href="#">Edit</a>	Matter Creator(only if Lexzur User) <a href="#">Edit</a>	<input checked="" type="checkbox"/>
Edit Intellectual Property	Assignee <a href="#">Edit</a>	Matter Creator <a href="#">Edit</a>	<input checked="" type="checkbox"/>

In addition, from the same page, you can manage both the client and advisor portal's notification schemes.

Client Portal Notification Scheme

Trigger	Notify (To)	Notify (CC)	
Edit Matter Status by Lexzur User	Creator * Requester * Watchers	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
Add Comment to Matter by Lexzur User	Creator * Requester * Watchers	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
Share Matter/Matter Container by Lexzur User	Requester * Watchers	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
Share Matter or Contract/Document in Client Portal by Lexzur User with Requester that is not a Client (Sends the password of the automatically created Client account to the Requester)	Requester		
Share Contract/Document in Client Portal by Lexzur User	Requester * Watchers	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
Edit Contract/Document Status by Lexzur User	Requester * Watchers	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
Send Email to Matter Requester	Requester		<input checked="" type="checkbox"/>
Send Email to Contract Requester	Requester		<input checked="" type="checkbox"/>

Advisor Portal Notification Scheme

Trigger	Notify (To)	Notify (CC)	
Core User Assigned Case	Advisors	Matter Creator	<input checked="" type="checkbox"/>
Add a comment on Bill	Bill Commenters	Bill Creator	<input checked="" type="checkbox"/>
Edit a comment on Bill	Bill Commenters	Bill Creator	<input checked="" type="checkbox"/>
Add a bill	Bill Creator <a href="#">efise.khoury@app4legal.com</a>	Bill Creator	<input checked="" type="checkbox"/>
Change bill status	Bill Creator	Bill Commenters	<input checked="" type="checkbox"/>
Core User Add Comment	Advisors	Matter Creator	<input checked="" type="checkbox"/>
Core User Edit Case Status	Matter Creator	Matter Creator	<input checked="" type="checkbox"/>
Core user add comment on advisor task	<a href="#">Edit</a>	<a href="#">Edit</a>	<input checked="" type="checkbox"/>

Save

For more information about Lexzur, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!