## How to Hide Empty Contract Fields

## **Objectives:**

• Hide contract fields based on "None" value

## Steps:

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Administrative users now have the ability to manage the visibility of contract fields associated with the "None" value. They can decide whether to showcase all "None" values in the contract details or conceal them altogether.

This capability applies to both contracts within the system and Client Portal contracts.

To hide "None" values, you must activate this feature from the settings.

To do so, navigate to System Settings -> Setup & Configuration -> Contracts/Documents Default Values tab.

LEXZUR Dashboards - Agile - Contacts - Matters - Tasks Contracts & Documents - Reports - Time - Billing - More + Create + Universal Search 🔍 🖱 🕞 🧔 😨					
🔀 System Maintenance	User Groups	Attachment Status System Settings Attachment Type Billing and Plan			
License	warage Users Import Users from Azure Active Directory User Groups Permissions	Document Generator Templates Folder         Manage Users           Folder Templates         Add User			
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Integrations Tack & Triggers Automation	User Management Report	Intellectual Property Rights			
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Apps & Configurations	Matter Containers	Manage Boards			

You can control how empty fields appear using the "Enable the option to display all None values in the contract details."

tings / Setup & Configuration				
ctive Directory	Allow feature "Hijri Calendar"	No	•	Save
dobe Sign Integration	Document-Specific Date Format 💡	YYYY-MM-DD	•	Save
dvisor Portal	Show Approval & Rejection Dates	No	•	Save
ontract/Document Default Values ient Portal	Enable Approve with Signature Link	Yes	•	Save
afault Values	Allow Board Members to be selected as approvers and signees	Yes	•	Save
legation	Enable Internal Signature Workflow	Ves		Onus
ocuSign Integration		Tes	¥	Save
Signer Integration	Allow Roles to be selected as approvers and signees	Yes	•	Save
change Server	Allow Shareholders to be selected as approvers and signees	Yes	•	Save
ernal Links				
aring Verification Process	External Approval I nrougn	URL	•	Save
oming Mail	Enable the option to display all None values in the contract details	No	*	Save
cument Content Search	Show Attachments in Client Portal automatically when contract is shown in Client Portal		۹.	Save
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ifications				

If set to "No," fields with "None" values will remain hidden within the contract page.

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PUA-512 - Purchase agreement	for ABC  😨 🔂		Approved Closed Executed More - Active				
Details	Details		🛧 People				
Attachments     Approval Center     Signature Center	Type: Purchase Agreement Priority: High	Workflow Status: Under Registration (System Workflow (default)) Value: 60,000.00	Requester: Julia Marven     Assigned Team: Contract Team     Assignee: Carolina Robinson				
Tasks	Parties Party (1): ABC Services Party (2): Albert smith	Category (1) : None Category (2) : None	Created By: Carolina Robinson Modified By: Carolina Robinson Contributors: 9 8 Collaborators: Albert Smith				
Emails     Time Entries     Expenses	Description						
A Reminders	Notes 1		Created On: 2024-03-21 11:41:13				
Related Contracts/Documents	History		> Modified On: 2024-03-21 12:19:42				

Conversely, when set to "Yes," here is an example of how the fields will be displayed on the contract details page.

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PUA-512 - Purchase agreement	for ABC 😗 🔂		Approved Closed Executed More - Active	
Details	Details Type: Purchase Agreement	Workflow Status: Under Negolation (System Workflow (default) )	🔹 People	Coort
Approval Center	Sub type: None	Priority: High	Assignee: Carolina Robinson	- 1
Tasks	Country: None	Reference#: None	Created By: Carolina Kobinson  Modified By: Carolina Robinson  Authorized Signatory:	- 1
Emails	Applicable Law: None Termination Clause: None Articla link: None	Shipping Terms: None	Watchers: None Collaborators: Albert Smith	0
Expenses			Company Name: None	-
Matters	Parties Party (1): ABC Services	Category (1) : None	Date: 2024-03-21	~

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

Thank you!