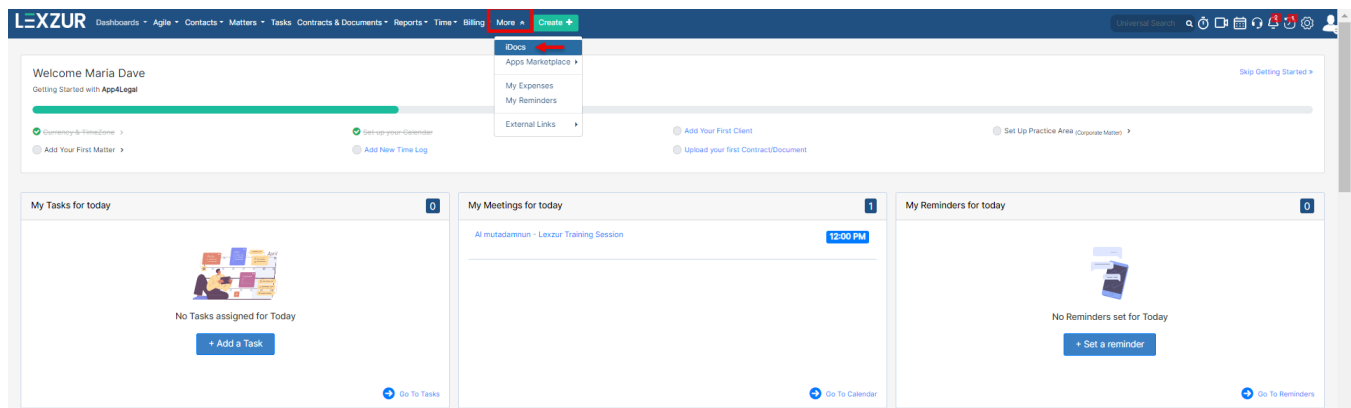# Manage Documents in LEXZUR

Objectives

- Create or Upload Files/Folders
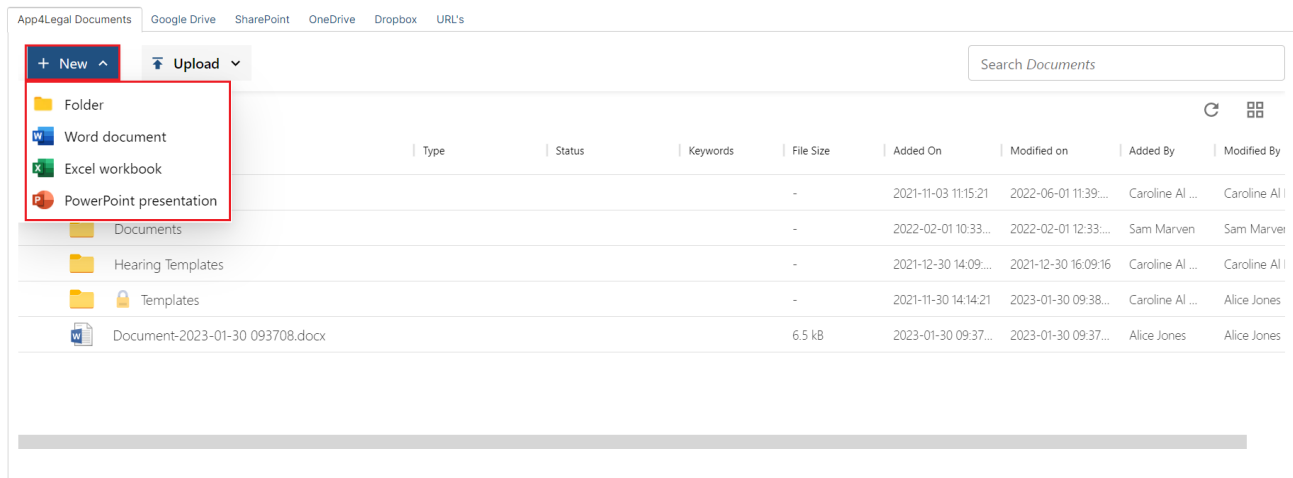- Manage the Attachments (Edit, Track, Search, Set privacy...)

Steps

LEXZUR Documents, which is the section that comprises all the Documents you stored in LEXZUR, now supports all Office 365 functionalities. This means users can access their documents, edit them in real-time, share, and more, directly through LEXZUR.
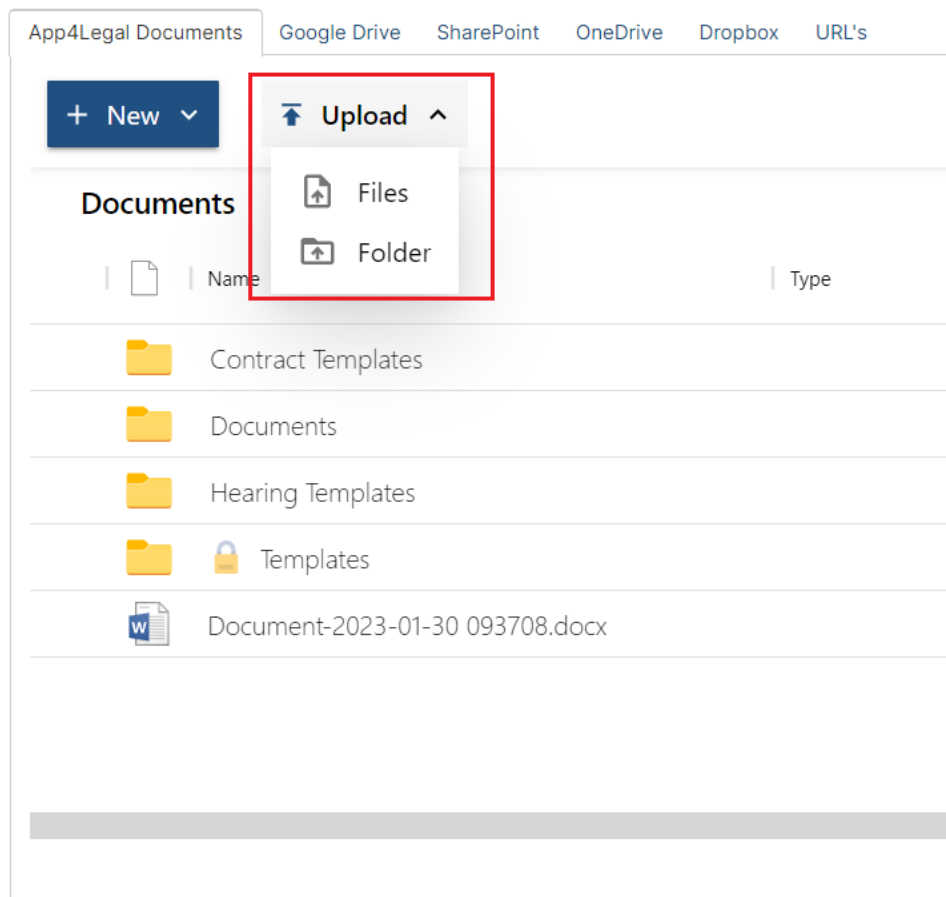
> ⚠️ Documents are managed in the same way in all the Attachments Tabs and iDocs.

Therefore, you can start by creating New Folders, Word Documents, Excel, and PowerPoint.
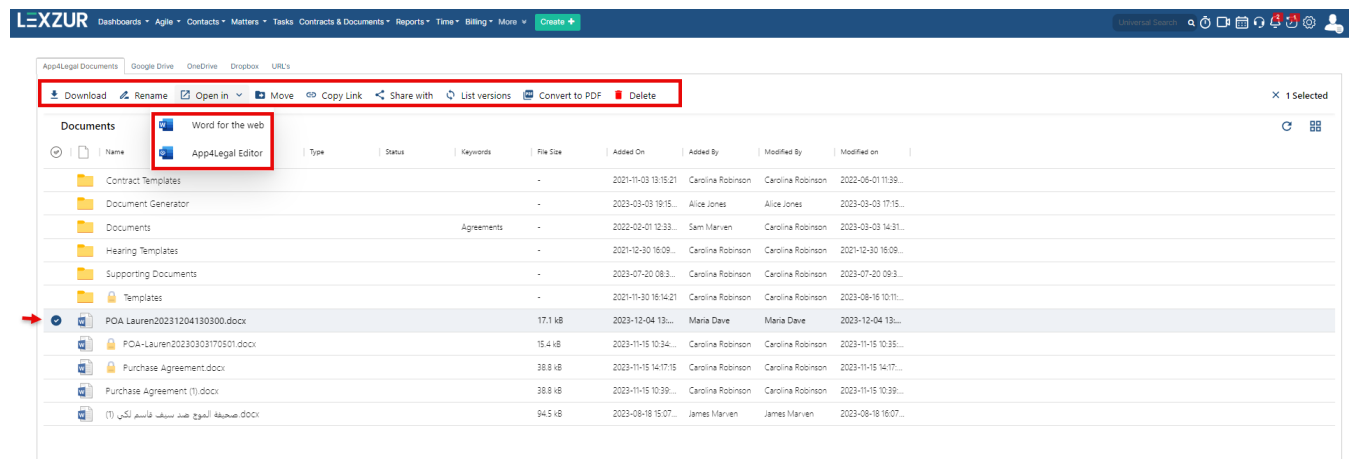

You can either drag and drop or upload files and folders as well.

Once your documents and folders have been added, you can modify them as needed.

The File/Folder can be managed by simply selecting the attachment you want on the grid, and all the actions will be visible at the top of the page.

You can Rename, Move, Open, Delete, Share, and much more.

Files could be opened either using word for the web or LEXZUR Editor a tool that allows users to directly open and modifies different files (Word, Excel, PDF, PowerPoint, etc..).

The Editor will automatically upload a newer version of the document into LEXZUR after saving. You can then see the list of versions this document has, the user who added each version, and the date and time, and you can click on any older version to download it.

Version history

Versions	Added By	Added On	Actions
1	Maria Dave	2023-12-04 13:05:37	⬇

Cancel

In addition, the smart search tool allows you to search for any document. The search will return all files and folders related to the word you added in the search box.

App4Legal Documents	Google Drive	SharePoint	OneDrive	Dropbox	URL's

+ New ⌄   ⬆ Upload ⌄

Search *Documents*
document

Documents   🔍 Search results: document ✕

	Name	Type	Status	Keywords	File Size	Added On	Added By	Modified By	Modified
📁	Documents				-	2022-02-01 10:33...	Sam Marven	Sam Marven	2022-02-
📄	Contract_Document_169_202301181121.docx				22.6 kB	2023-01-18 14:09...	James Marven	James Marven	2023-01-
📄	Document-2023-01-30 093708.docx				6.5 kB	2023-01-30 09:3...	Alice Jones	Alice Jones	2023-01-

Folders can also be made private so that only specific people with access can open them.

Therefore, select the folder and choose "**Share with"** from the options on the top.

App4Legal Documents	Google Drive	SharePoint	OneDrive	Dropbox	URL's

⬇ Download   ✏ Rename   ⊡ Move   🔗 Copy Link   ⌇ Share with   🗑 Delete   ✕ 1 Selected

Documents

⊘		Name	Type	Status	Keywords	File Size	Added On	Modified on	Added By	Modified By
	📁	Contract Templates				-	2021-11-03 11:15:21	2022-06-01 11:39:32	Caroline Al ...	Caroline Al
✓	📁	Documents				-	2022-02-01 10:33:...	2022-02-01 12:3...	Sam Marven	Sam Marve
	📁	Hearing Templates				-	2021-12-30 14:09:16	2021-12-30 16:09:16	Caroline Al ...	Caroline Al
	📁🔒	Templates				-	2021-11-30 14:14:21	2023-01-30 09:38:...	Caroline Al ...	Alice Jones
	📄	Document-2023-01-30 093708.docx				6.5 kB	2023-01-30 09:37:08	2023-01-30 09:37:...	Alice Jones	Alice Jones

Add the recipients, the users who will give the access, specify the permission as Editor or just Viewer, and choose **Restricted** access.

Moreover, LEXZUR 360 Docs is an all-in-one smart and searchable, central repository embedded in LEXZUR. It is used to store all your personal and shared documents on LEXZUR and on other Cloud Document Management Solutions such as Google Drive, One Drive, Dropbox, and SharePoint.

> ⓘ You must first enable the integration to use LEXZUR 360 Docs. Learn more **here**

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

Thank you!