

# How to Link Matter/Case/Contract to a Matter

## Objectives

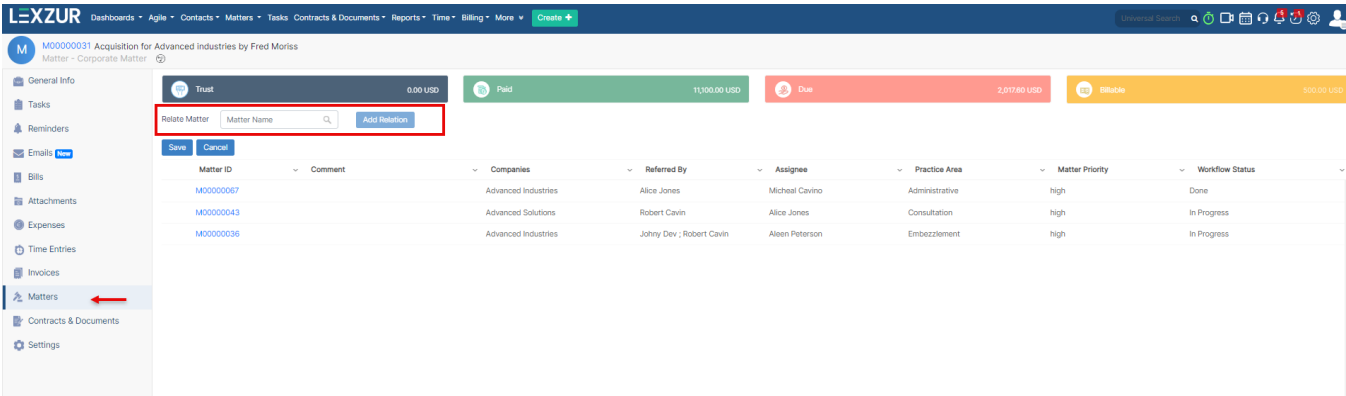
- Link the matter to an existing matter/case
- Link the matter to an existing contract

## Steps

Relating matters to other matters, cases or contracts enhances knowledge management, data consistency, and reporting capabilities. This saves time and effort in searching for relevant details, enabling faster and more efficient case management or contract handling.

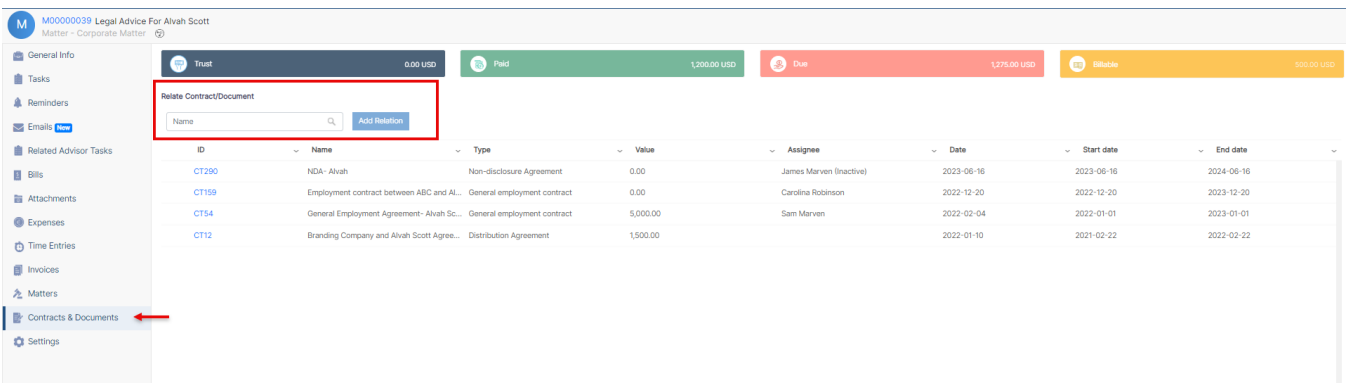
To relate the matter to other corporate matters or litigation cases you can simply search for the matter name and then press the **Add Relation** button.

This will bring up a list of all the related matters allowing you to quickly and easily link them together.



Similarly, the related contracts could be tracked from the **Contracts & Documents** tab.

To relate the contract/ document, you can simply search for the contract name, choose the contract you want from the matching results, and then press the **Add Relation** button.



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

Thank you!