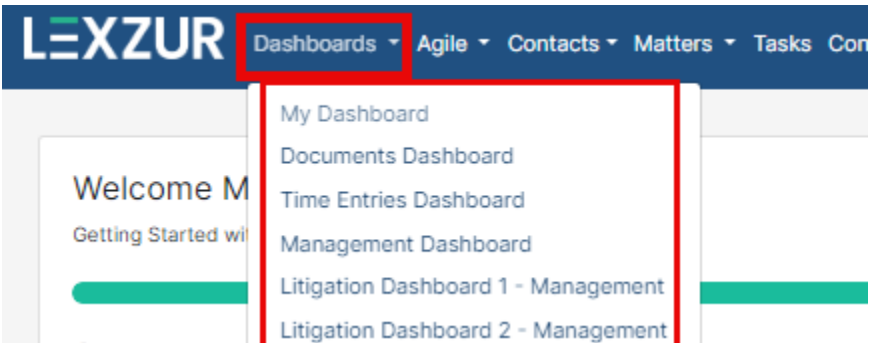# How to Manage Dashboards

Objectives

- Display Dashboards (Documents, Time entries, Management, Litigation, and Personal Dashboards)
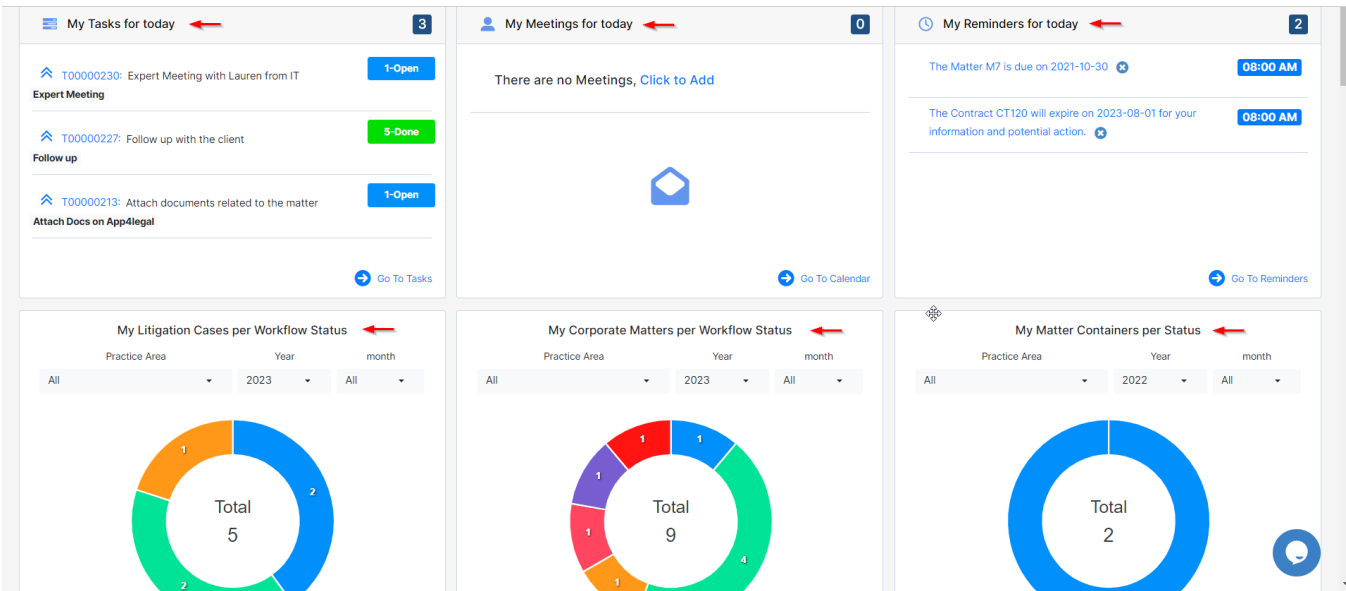
Steps

In LEXZUR you can have a 360-degree view of your team's performance and progress through single-view dashboards.

You can access the dashboards from the main menu.

My Dashboard:

My Dashboard is a great place that keeps you up to date with everything under your control—from Tasks to personalized Reminders. You will be able to view an overall picture of all your system activities here.

In addition to your upcoming hearings, your recorded expenses, and your logged hours as well.

Documents Dashboards:

Document Dashboards give you an overview of your contracts, for example, what has been received or expired this month, a list of contracts per party, contracts per value, etc.

| Under Negotiation | 3 | Awaiting Approval | 50 | Awaiting Signature | 41 | Expired | 60 | Added from Client Portal | 40 |

Contracts/Documents Received this Month

Id	Name	Date	Priority	Status
CT286	Test contract	2023-06-14	medium	Filing & Drafting
CT285	Employment Agreement	2023-06-07	critical	Filing & Drafting
CT284	NDA- test	2023-06-07	medium	Drafting
CT282	CLA-BLP company	2023-06-06	medium	Filing & Drafting
CT281	Procurement Department	2023-06-01	high	Drafting
CT280	Medical Service Contract	2023-05-30	medium	Filing & Drafting

1 of 13 pages (78 items)

Contracts/Documents Expiring this Quarter

Id	Name	End Date	Priority	Status
CT167	Employment contract 12:	2023-05-26	medium	Executed
CT115	Non-Disclosure Agreeme	2023-06-01	medium	Under Approval
CT102	Employment Contract	2023-06-01	medium	Filing & Drafting
CT93	Service Agreement	2023-06-07	critical	Under Signature
CT81	Employer contract betwe	2023-06-08	medium	Executed
CT80	Employment Agreement	2023-04-06	medium	Executed

1 of 3 pages (13 items)

Contracts/Documents per Party

14

Contracts/Documents per Status

36

Time Entries Dashboard:

The time tracking dashboard displays many useful charts that showcase logged hours, average time logged per day, percentage of billable and non-billable time logs, and so on
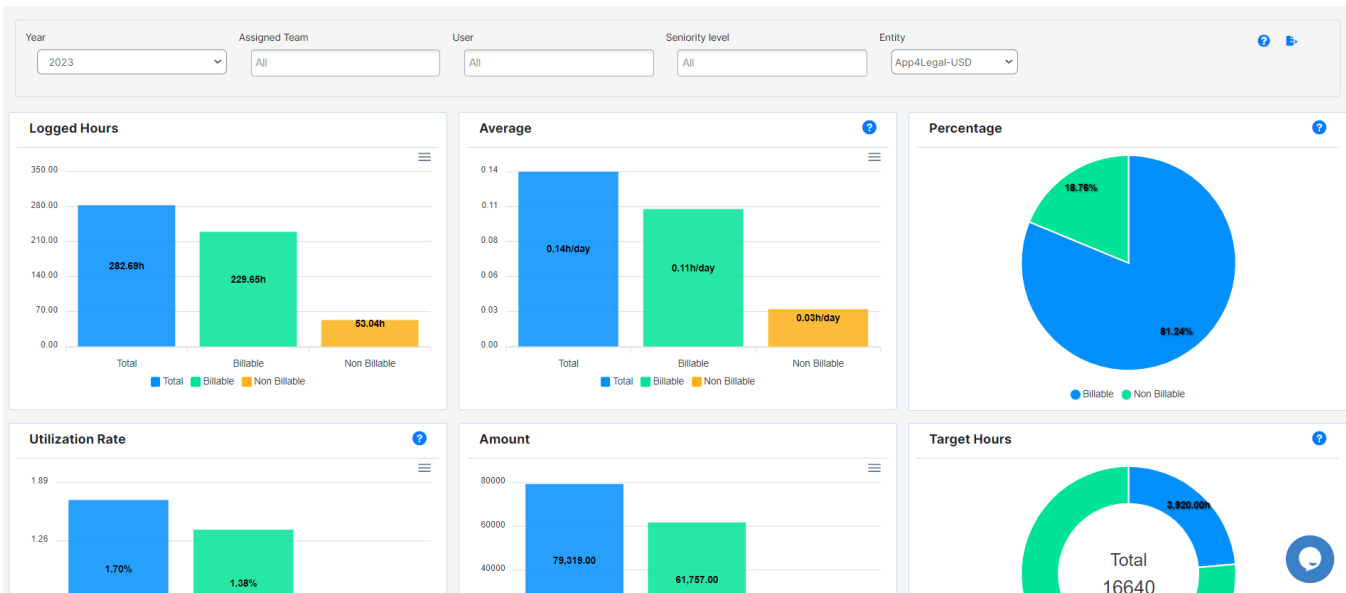
Management Dashboard:

The management dashboard displays useful statistics to provide an overview of the activity and performance of the team.
These graphics showcase matters per filing date, matters per assignee, matters per due date, etc.…
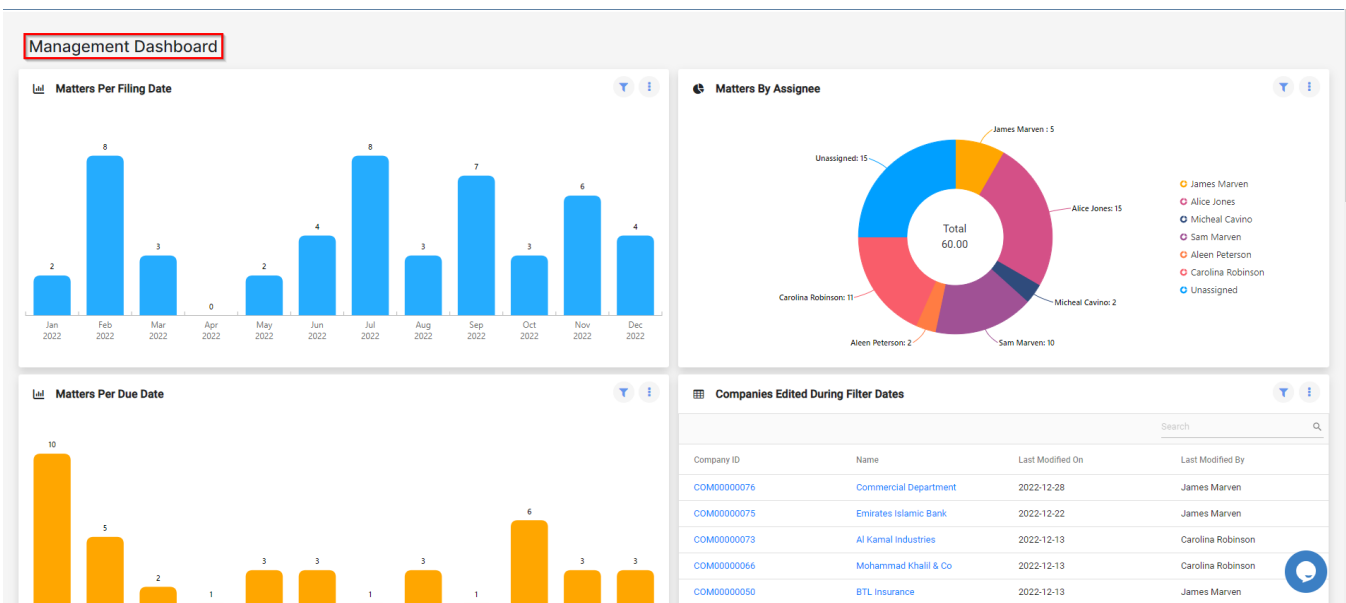
Litigation Dashboard:

Last but not least the litigation management dashboard displays important insights and charts to provide summary data on litigation cases such as Cases Per Arrival Date, Case Stages Per Court Type, Hearing Per Assignee, etc...

Cases Per Assignee

Assignee	Count
Carolina Robinson	6
Sam Marven	4
Alice Jones	4
Aleen Peterson	1
James Marven	1

Cases per Arrival Date

Month	Count
Jan	2
Feb	3
Mar	6
Apr	2
May	7
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0
Nov	0
Dec	0

Cases Per Status

Total 20

(8, 1, 1, 2, 3, ...)

Cases Per Client Position

Total 5

(1, 2, 1, ...)

Case Stages Per Court Type

Court Type	Count
Commercial	6
Civil	2
Labor	1
Financial	1

Case Stages Per Court Region

Region	Count
UAE	2
Georgia	1
New York	1

Hearings Per Month

Month	Count
Jan	3
Feb	14
Mar	5
Apr	2
May	32
Jun	4
Jul	1
Aug	0
Sep	0
Oct	0
Nov	0
Dec	0

Hearings Per Assignee

Assignee	Count
James Marven	21
Alice Jones	19
Maysa Hakim	17
Carolina Robinson	11
Sam Marven	9
Aleen Peterson	7
Micheal Cavino	3
Unassigned	2

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

Thank you!