# How to Import Data to the System

## Objectives

• Import data to the system using an excel sheet

## Steps

In LEXZUR, you can import data to the system from an Excel sheet.

You can do this by going to the System Settings of the application from the main menu.



From the Import data section, you can import data related to:

- Companies
- Persons
- Corporate Matters
- Intellectual Properties
- Litigation Cases
- Matter Containers
- Tasks

💣 System Preferences

Setup & Configuration

Task & Triggers Automation

Apps & Configurations

🔒 Single Sign On

Setup

Document Content Search (Full Text Search)

Notification Scheme

Look & Feel

Integrations

😫 Apps

License

- Contracts & Documents
- External Advisors

#### User Groups Manage Users User Groups Permissions

### 1 User Management Reports

Users Audit Report Login History Report User Management Report

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Companies Persons Corporate Matters Intellectual Properties	Þ
Litigation Cases Matter Containers Tasks Contracts & Documents External Advisors	

Document Generator Templates Folder Folder Templates SLA Management DocuSign integration

### Intellectual Property

- Intellectual Property Rights IP Classes
- IP Subcategories
- IP Statuses
- IP Names Petition/Opposition Types

# Manage Boards

- Matter Boards
- Task Boards
- Litigation Dashboard 1 Management
- Litigation Dashboard 2 Management

#### Attachments

You can import data related to companies by simply clicking on **Companies**. You will be redirected to a page to download the template, fill it and then press on "Next".

tings / Import Companies	
nport Companies	
Download Companies	s template
App4Legal offers you to import you	ur Companies list easily. All what you need is to fill the template an
import it into your legal system.	

## Upload the file and then press on "Import"

:	Settings / Import Companies	
	Import Companies	
	Upload Companies	
	Upload* Choose File No file chosen	
	Previous Import	

The same process is done for other options.

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

Thank you!