

How to Import Data to the System

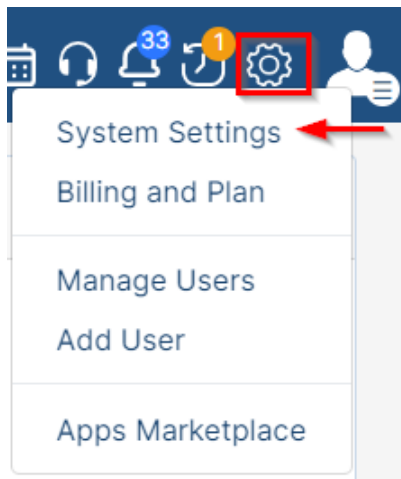
Objectives

- Import data to the system using an excel sheet

Steps

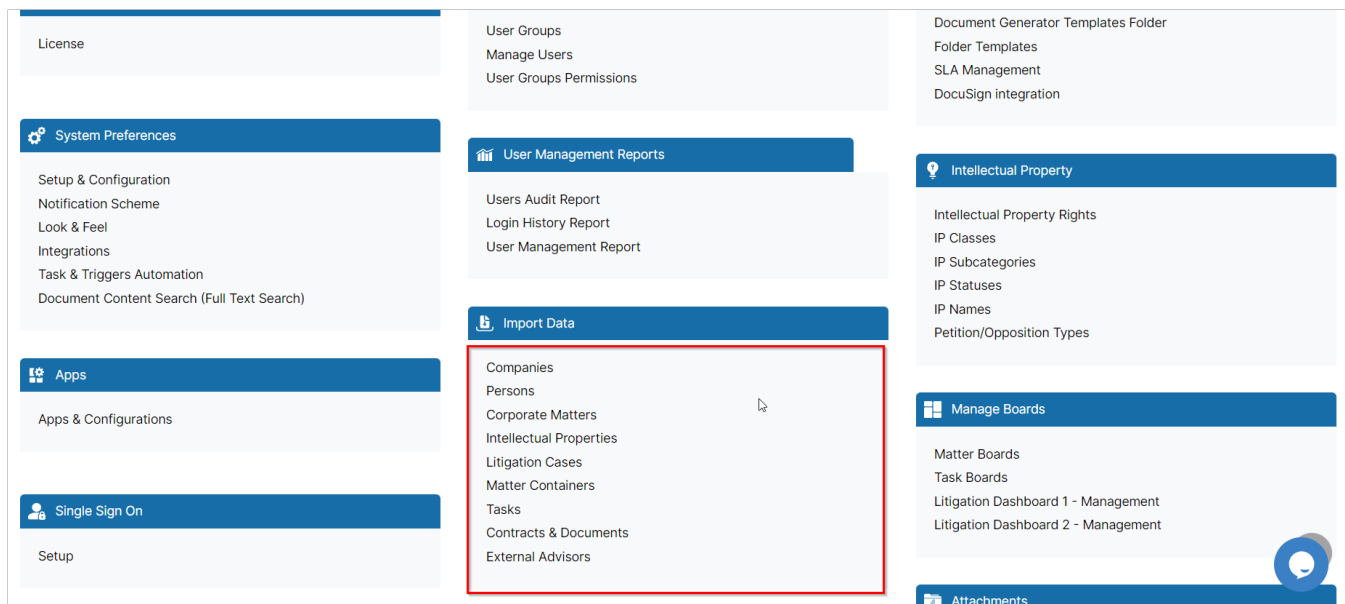
In LEXZUR, you can import data to the system from an Excel sheet.

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
- Contracts & Documents
- External Advisors



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".

Settings / Import Companies

Import Companies

Download Companies template

App4Legal offers you to import your Companies list easily. All what you need is to fill the template and import it into your legal system.

[View Template Notes](#)

Download Template

Next

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!