

# How to Manage Dashboards

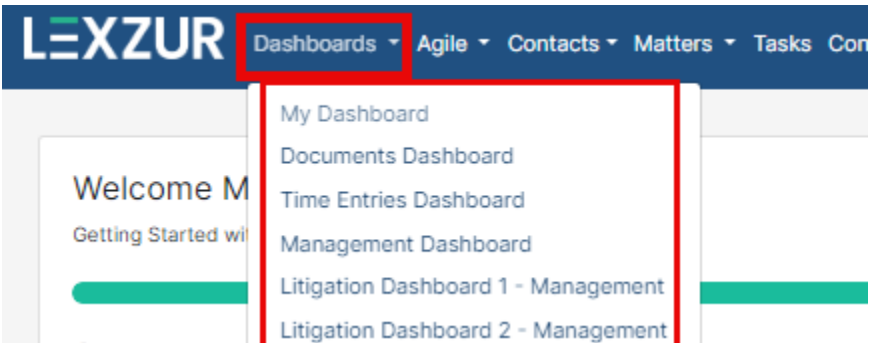
## Objectives

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

## Steps

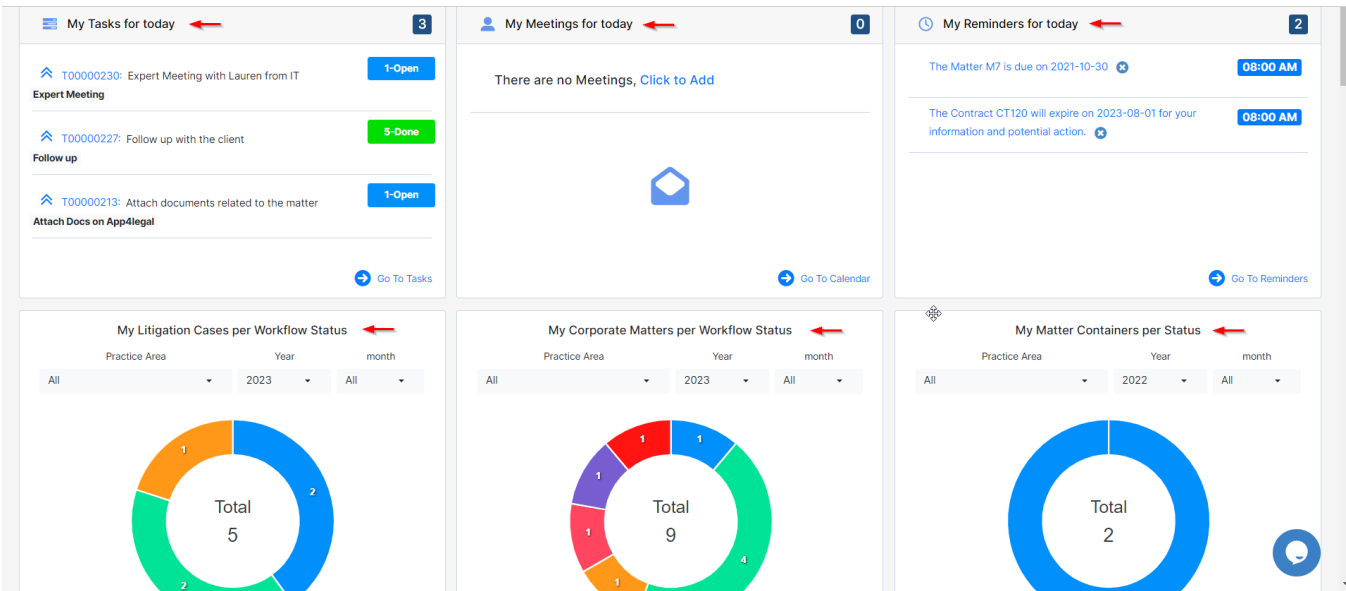
In LEXZUR you can have a 360-degree view of your team's performance and progress through single-view dashboards.

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.

My Hearings

Current Month

| Day    | Date & Time         | Hearing Type        | Court   | Court Region | Litigation Case                      | Stage     | Opponent lawyer | Filed on   | External/Court Reference - Date | Comments |
|--------|---------------------|---------------------|---------|--------------|--------------------------------------|-----------|-----------------|------------|---------------------------------|----------|
| Friday | 2023-06-02 10:00:00 | Hearing in Presence | No Data | No Data      | M00000230: Agency Grid X ABC Company | Execution | No Data         | 2023-05-24 | No Data                         | No Data  |

Showing 1 to 1 of 1 entries

My Expenses

| Id       | Category                               | Amount       | Date       | Status   |
|----------|--|--------------|------------|----------|
| 00000223 | Expert Fee                             | 500.00 USD   | 2023-06-02 | open     |
| 00000221 | Company Incorporation Fee / Legal Docs | 2,000.00 USD | 2023-05-30 | open     |
| 00000217 | Office / Internet & Telephone          | 500.00 USD   | 2023-05-18 | approved |
| 00000216 | Office / Office Supplies               | 1,000.00 USD | 2023-05-17 | open     |
| 00000210 | Advance of Expert Fee                  | 1,500.00 USD | 2023-05-05 | approved |
| 00000206 | Advance of Expert Fee                  | 563.00 USD   | 2023-04-28 | open     |

Showing 1 to 6 of 82 entries

My Cash Accounts

| Account Name     | Account Number | Account Currency | Balance    |
|------------------|----------------|------------------|------------|
| Alice Petty Cash | CASH1334565695 | USD              | 21,577.40  |
| Cash account     | 1334565694     | USD              | -20,644.00 |
| Cash account     | 1334565694     | USD              | -9,616.00  |
| Cash account     | CASH1334565694 | USD              | -34,556.80 |
| Cash LBP         | 1334565693     | LBP              | 0.00       |
| Cash supplies    | 1334565690     | USD              | -7,450.00  |

Showing 1 to 6 of 9 entries

My Billable vs non-billable hours

60.00

Billable Hours Non Billable Hours

My billable vs non-billable hours logged Today

Billable Hours Non Billable Hours

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.

Documents Dashboard

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 |

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Contracts/Documents per Party

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Contracts/Documents Expiring this Quarter

| Id    | Name                    | End Date   | Priority | Status            |
|-------|-------------------------|------------|----------|-------------------|
| CT167 | Employment contract 12: | 2023-05-26 | medium   | Executed          |
| CT115 | Non-Disclosure Agreeeme | 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 I  | 2023-04-06 | medium   | Executed          |

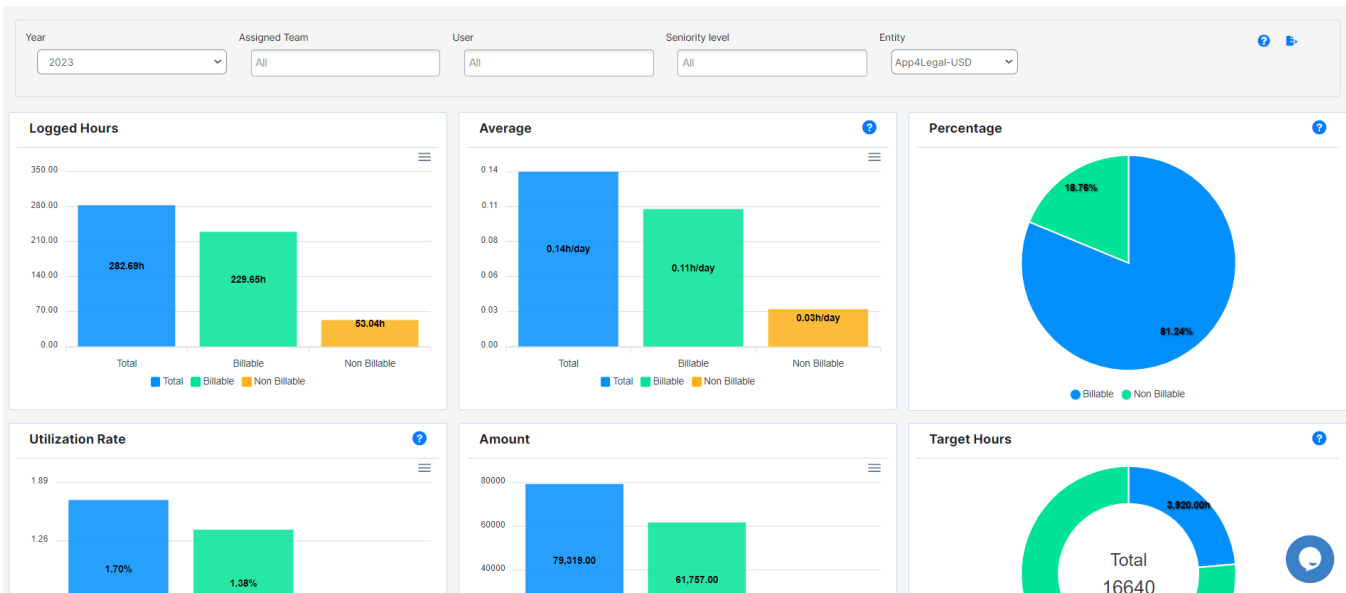
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Contracts/Documents per Status

36

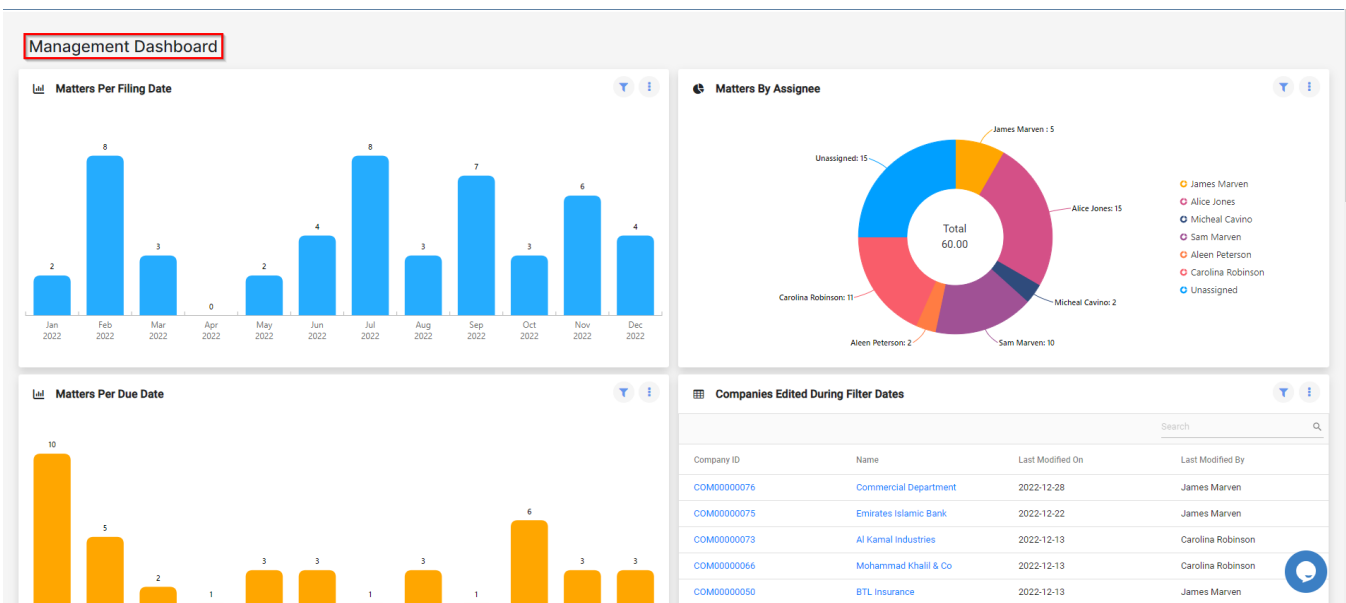
Time Entries Dashboard:

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...



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

Thank you!