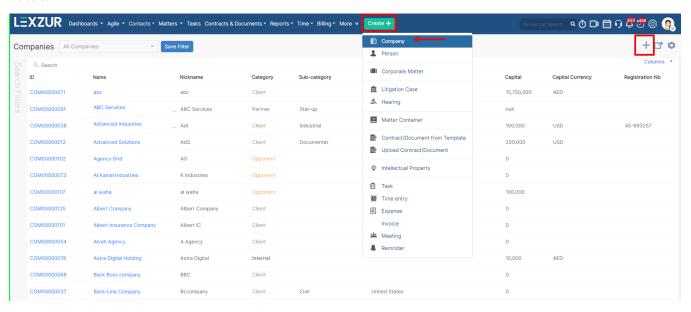# How to Add a New Company

Objectives

- Insert a Company in the database

Steps

You can add a new company from the **Create** button in the main menu or from the companies module by clicking on the plus sign on the top right side of the screen.
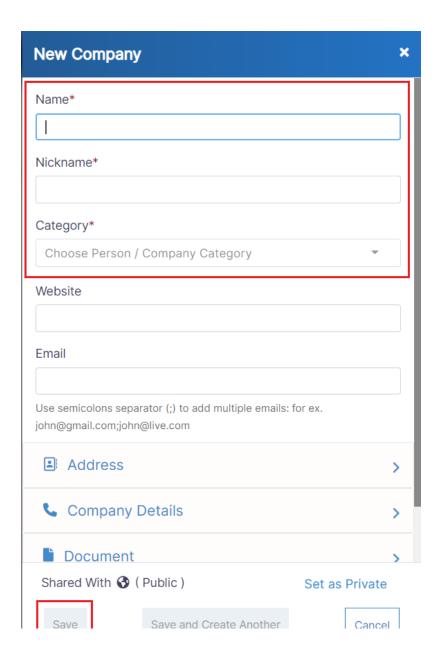

There are 3 required fields:

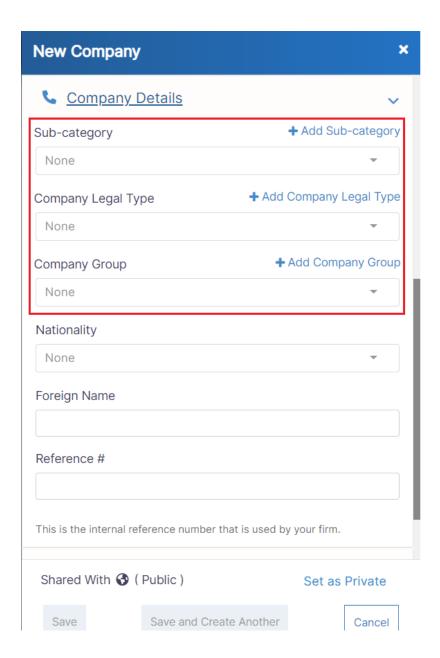**Name:** Full legal name of the company

Nickname: That's easier to catch

Category: The relationship between this Company and the Law Firm/Legal Department. A standard list of values is available, including Client, Opponent, Partner, and so on.
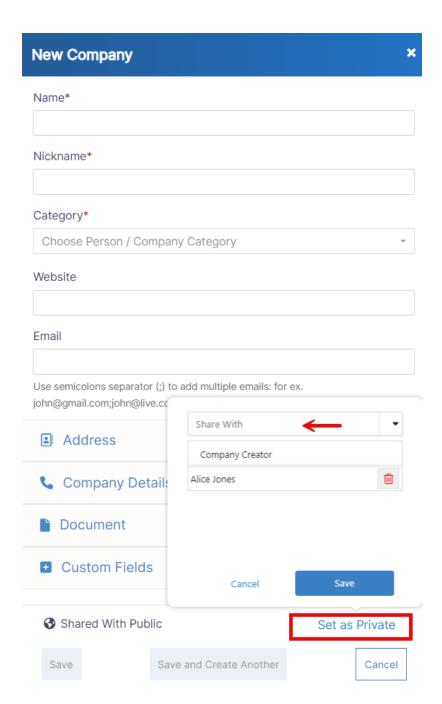
All other fields are optional at this point, but you will want to enter as much data as possible to assist you in generating beneficial reports later on. Among the more important ones are Company Sub-Category, Legal Type, group, Address details, and contact information.

- Sub-Category: A customizable list of values, to further define the relation with this Company, ex. Internal Client
- Company legal type: You can add the legal type of the company
- Company group: Specify if this company belongs to a group, you can add groups into LEXZUR.
- Nationality: Specify the nationality of this company.
- Foreign name: company name in an alternative language
- Reference number: If you have an alternative numbering sequence it can be entered here and is searchable.

New Company ✕

📞 Company Details ⌄

Sub-category ➕ Add Sub-category

None ▼

Company Legal Type ➕ Add Company Legal Type

None ▼

Company Group ➕ Add Company Group

None ▼

Nationality

None ▼

Foreign Name

Reference #

This is the internal reference number that is used by your firm.

Shared With 🌐 (Public) Set as Private

Save | Save and Create Another | Cancel

Lastly, the option to set a Company as private or leave as public. By default the user who creates the Company will have access to it, other users may be added if needed.

New Company ✕

Name*

Nickname*

Category*

Choose Person / Company Category ▾

Website

Email

Use semicolons separator (;) to add multiple emails: for ex.
john@gmail.com;john@live.co

📇 Address

📞 Company Details

Share With ◀ ▾

Company Creator

Alice Jones 🗑

Cancel   Save

📄 Document

➕ Custom Fields

🌐 Shared With Public   Set as Private

Save   Save and Create Another   Cancel

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

Thank you!