

How to add checklists on tasks

Objectives

- Add checklists on specific tasks
- Add unlimited items to the checklist
- View percentage of completion

Steps

To add checklists on specific tasks, you should go to the task itself by simply clicking on the task ID.

All Tasks		My Tasks	Requested by me	Contributed by Me					Export	Tools
1 - 20 of 140 items				Search		Columns				
				Advanced		Workflow Status Filter				
☐	ID	Title	Matter Name	Type	Due Date	Workflow Status	Assigned to	Priority		
☐	T00000170	Document Review	Damac new branch office	Review documents	2022-08-15	1-Open	William Singleton	medium		
☐	T00000169	Research	Legal Opinion on Service Agreement	Research	2022-08-07	New Research	Eilee Krumman	medium		
☒	T00000168	Research	Legal Opinion for Coolpany	Research	2022-07-21	New Research	Eilee Krumman	medium		
☐	T00000167	Translation of document	Legal Opinion on Service Agreement	Translation	2022-07-29	2-In Progress	Caroline Mrowca	medium		
☐	T00000166	Translation for the document	Trademark for a software	Translation	2022-07-01	1-Open	Jad Herbert (Inactive)	medium		

From the checklist tab, you have the option to add unlimited items to the checklist by simply clicking on the "Add" button.

Meeting Contact: None

Attachments

Drop files to attach or browse.

Checklist

0%

Add

Matter Attachments

Drop files to attach or browse.

Dates

Due Date: 2022-08-07

Created On: 2022-08-07

Modified On: 2022-08-07

Time Entries

Estimated: Not specified

Remaining: Not specified

Logged: Not specified

If you have added the items to the checklist, you will be able to view the percentage of completion by clicking the checkbox once you have done it.

Drop files to attach or browse.

Checklist

33.33%

Delete

☐ Translate document number 3

☐ Translate document number 2

☒ Translate document "Legal Opinion"

Add

Dates

Due Date: 2022-08-07

Created On: 2022-08-07

Modified On: 2022-08-07

Time Entries

Estimated: Not specified

Remaining: Not specified

Logged: Not specified

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

Thank you!