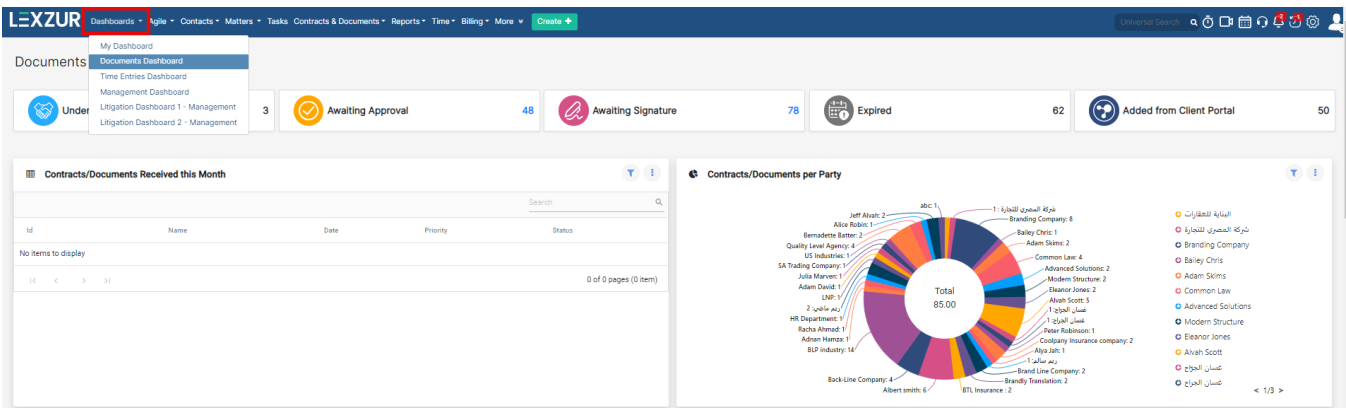# How to Manage the Documents Dashboard

Objectives

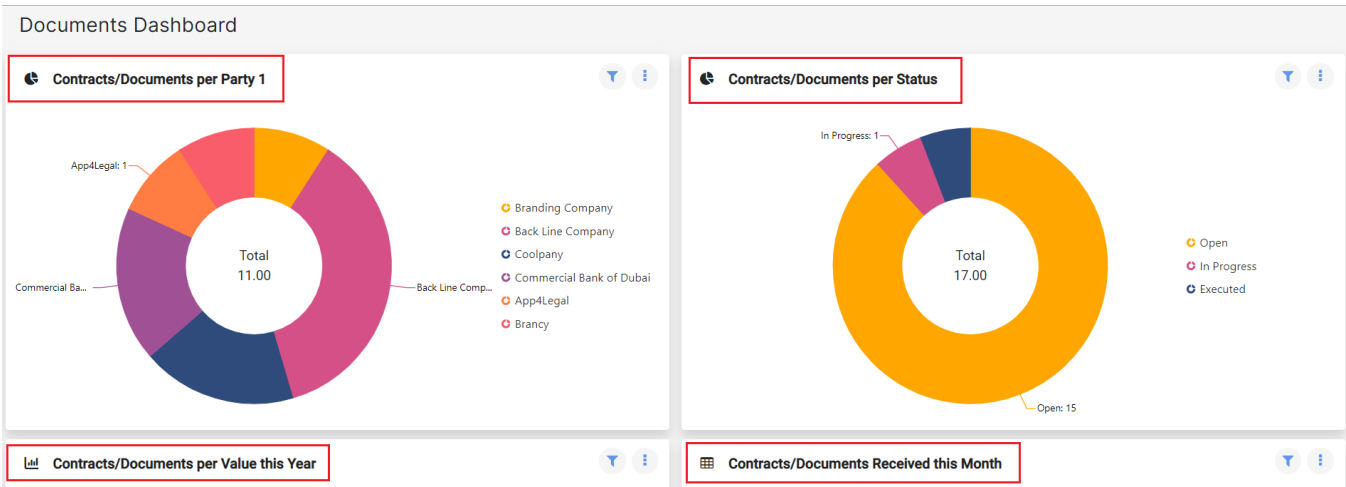- Display Documents Dashboard

Steps

You can access the Documents dashboard from the main menu, click on Dashboards Documents Dashboard.

The Document Dashboard displays useful statistics to provide an overview of the activity and performance of the team.
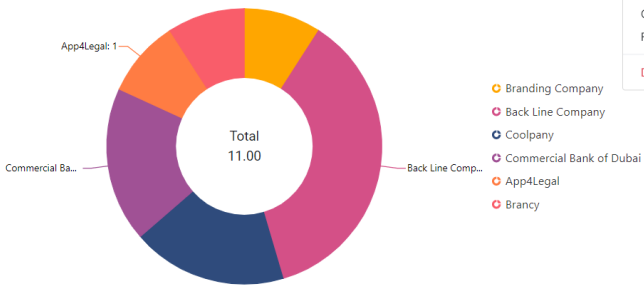
These graphics showcase Contracts/Documents Received this month, Contracts/Documents expiring this quarter, Contracts/Documents Expiring this month, Contracts/Documents Per status, Contracts/Documents per Party, Contracts/Documents per Value this Year.
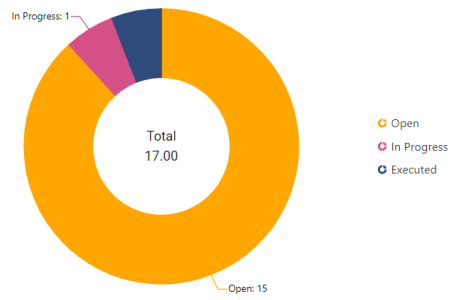

In addition to editing the widget title, you can also change the chart type (Column Chart, Bar Chart, or Semi Pie Chart), filter by date, and delete the widget.

Documents Dashboard

Contracts/Documents per Party 1

Edit Widget Title
Change Chart Type ▶
Filter by Date ▶

Delete Widget

App4Legal: 1

Total
11.00

Commercial Ba...

Back Line Comp...

⟳ Branding Company
⟳ Back Line Company
⟳ Coolpany
⟳ Commercial Bank of Dubai
⟳ App4Legal
⟳ Brancy

Contracts/Documents per Status

In Progress: 1

Total
17.00

Open: 15

⟳ Open
⟳ In Progress
⟳ Executed

Contracts/Documents per Value this Year

Contracts/Documents Received this Month

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

Thank you!