How to assign multiple cases/matters to different teams?

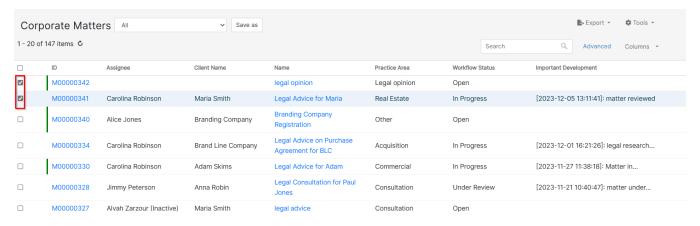
Objectives

· Assign Cases or Matters to different teams

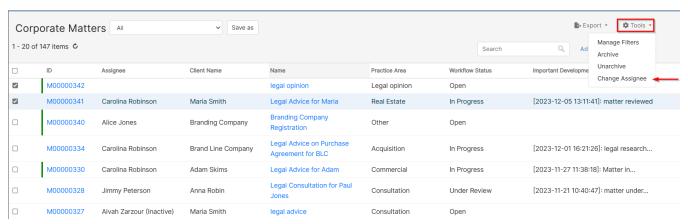
Steps

In LEXZUR, you can assign cases and matters to different teams.

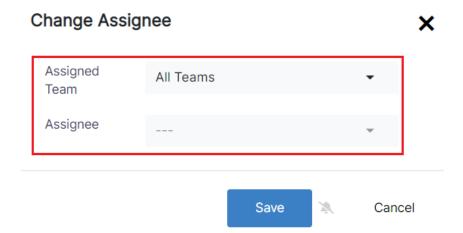
Select the matters you want to assign in the Corporate Matters/ Litigation Cases grid by simply clicking on the checkboxes.



Click on the Tools button Change Assignee.



In the change assignee page, you can change the assigned team and assignee user for the selected matters.



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

Thank you!