

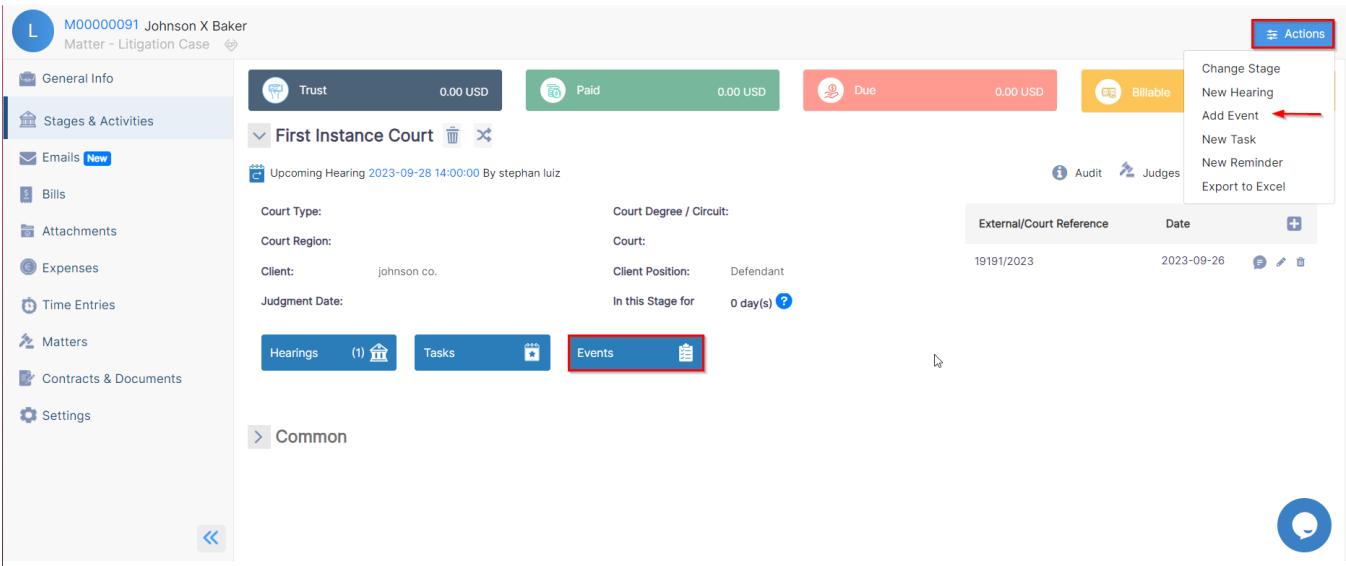
How to Add New Events

Objectives

- Insert an Event related to the stage in the database

Steps

In LEXZUR, you can add a new event in the Stages & Activities tab via the **Actions** button Add Event, or from the **Add Event** button within the Events section. You also have the option to add sub-events in the Events section.



When adding a new event, you have to fill some mandatory fields depending on the event type:

- Event type
- Subject
- Date
- Created by: it will take the logged-in user by default.

Add Event

Event Type*

Duration of the exchange of notes

Subject*

Date*

YYYY-MM-DD

HH:MM

Created By*

stephan luiz

Start typing to select from possible matches.

☒ Send Notification by email

Save

Cancel

You will also be able to add reminders to this event, select the user to be reminded, and the remind on date and time.

A checkbox to add the event to the calendar is also available.

Add Event

Start typing to select from possible matches.

Reminders

+ New Reminder

☒ Add Calendar

From*

YYYY-MM-DD

HH:MM

to*

YYYY-MM-DD

HH:MM

Attendees

☒ Send Notification by email

Save

Cancel

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

Thank you!