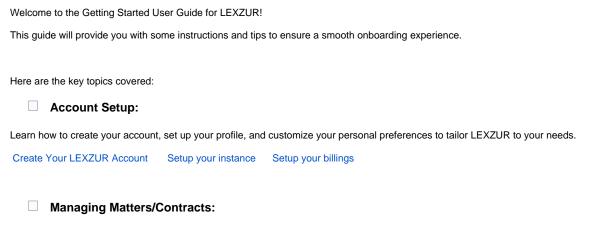
# Getting Started with LEXZUR (formerly App4Legal)



Explore how to create and manage matters/contracts, including adding important details, tracking progress, linking documents, and managing related tasks and reminders.

Manage Corporate Matters Manage Litigation Cases Manage Contracts

### **Collaboration and Communication:**

Discover how to collaborate with colleagues and external stakeholders, including sharing documents, assigning tasks, and using the discussion board for effective communication.

Manage Tasks Client Portal Advisor Portal

# Calendar and Reminders:

Learn how to utilize the calendar feature to schedule and manage important events, set reminders, and stay organized with your legal activities and deadlines.

Sync Calendar Automate Tasks and Reminders

#### Document Management:

Understand how to upload, organize, and securely store your legal documents, as well as track version history and access document templates.

Manage Documents Cloud Document Management Solution

## Reporting and Analytics:

Discover the reporting capabilities of LEXZUR, including generating custom reports, tracking key metrics, and gaining insights into your legal operations.

Reports Dashboards

#### Integrations and Mobile Access:

Explore the available integrations with other tools and platforms, as well as how to access and use LEXZUR on your mobile device.

Add-ons & Integrations LEXZUR Mobile App

Let's get started!