

## KEY DATES, WORKFLOW TARGETS, REMINDERS

### Supplemental Information

Please find the recording here: [Key Dates, Workflow Targets, and Reminders](#)

#### KEY DATES


- Capture important dates on each matter
- Used to standardize data points per matter type
- Captions configurable by matter category/type
- Can be used to define workflow targets

#### WORKFLOW TARGETS

- Streamline standard business process
- Standard “due dates” to complete an action based on a defined key date
- Automatically creates events that can be placed on your calendar

#### REMINDERS

- Short Term
  - Easily configured by users
  - Sends email reminders to In-House Legal Staff, Key Personnel, Outside Counsel and optional recipients on a matter
- Long Term (Contract Notification Module)
  - Quickly identify contracts reaching renewal or contracts outside of term dates
  - Sends one email to identified receipts with all qualifying dates for review
  - Module turned on/off by the Lawtrac Administrator
  - Configure which matters will be included based on their defined “Status”

KEY DATES <span style="float: right;">C</span>	
DATE OPENED	01/27/2016
LAST UPDATE	01/27/2016
DATE CLOSED	<i>Open</i>
DAYS ACTIVE	6
<b>Due Date</b>	01/26/2016
<b>Date Signed</b>	01/25/2016
<b>Effective Date</b>	01/30/2016
<b>Agreement Date</b>	01/28/2016
<b>Start Date</b>	01/29/2016
<b>Next Review</b>	 01/30/2016
<b>Next Notification</b>	01/28/2016
<b>Renewal Date</b>	01/25/2016
<b>Board Review</b>	01/26/2016
<b>Expiration Date</b>	01/26/2016
<b>Archive On</b>	01/24/2016
<b>Destroy On</b>	01/25/2016
<b>Term End Date</b>	01/30/2016

Click on event title to edit.

Please contact your CSA with any questions or email [CSA@mitratech.com](mailto:CSA@mitratech.com).