

# Configure Teams

- Received by teams
- Seniority level




## Teams

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- Seniority level

### Received by teams

Medium to Large teams may wish to divide the Legal teams based on their specialty. Receive by Teams are thought of teams within a legal team. Users can belong to one or more Receive by Teams. This is managed from the User profiles.



Status:

**Basic Information** | Personal Information | Address | Comments

Title	<input type="text" value="Choose Title"/>	Gender	<input type="text" value="Choose Gender"/>
Job Title	<input type="text" value="Job Title"/>	<input type="checkbox"/> Is Lawyer	
Father	<input type="text" value="Father"/>	Mother	<input type="text" value="Mother"/>
Employee ID	<input type="text" value="Employee ID"/>	Date Of Birth	<input type="text" value="YYYY-MM-DD"/>
Member of	<input type="text" value="Start Typing"/>	Fax	<input type="text"/>
	<input type="text" value="Legal Department"/>	Phone	<input type="text" value="Phone"/>
		Website	<input type="text" value="Website"/>

Received by Teams appear in the Case form:

C1

Litigation 1

Case ID: C1  
Case Status: 1-Request Initiated

Created On: 2016-01-26 08:56  
Modified On: 2016-01-29 11:49

By: System Administrator  
By: Dima Salman

Case Dashboard

Case Type*	<input type="text" value="Civil"/>	Case Status	1-Request Initiated
Received by team*	<input type="text" value="Legal Department"/>	Status Comments	<input type="text" value="Next hearing is on 3/5/2015 for the expert to submit his report"/>
Assign To	<input type="text" value="---"/>	Case Stage	<input type="text" value="Execution"/>
Case File/Ref #	<input type="text" value="---"/>	Arrival Date	<input type="text" value="2016-01-26"/>
Case Priority	<input type="text" value="Ahmad Aloul"/>	Filed on	<input type="text" value="YYYY-MM-DD"/>
Referred By	<input type="text" value="Dima Salman"/>	Due Date	<input type="text" value="YYYY-MM-DD"/>
	<input type="text" value="Samar B"/>		
	<input type="text" value="Start typing"/>		

Assignees are filtered based on the chosen Received by Team.

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### Seniority level

Seniority Levels can be defined to all users. Seniority Levels can serve to put a ranking to user and in some cases impact User Rates per Hour and Invoicing.



Save Clone

Status Active

Basic Information Personal Information Address Comments

First Name\* Dima

Last Name\* Salman

Email\* dima.saliman@infosysta.com

Password\* Password Confirm Password

User Group\* Administrator

Seniority level\* Other

Save

- Choose Seniority level!
- Associates
- Junior Associates
- Other
- Partners
- Senior Associates

Seniority level is managed from the Admin & Setup and also can be added on the fly from the User form directly.

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