

PRACTICAL LAW UK

How to use Matter Maps to create and customise transactional process maps

Matter Maps on Thomson Reuters Practical Law™ have been enhanced to enable you to customise and create your own transactional workflows.

Accessing Matter Map

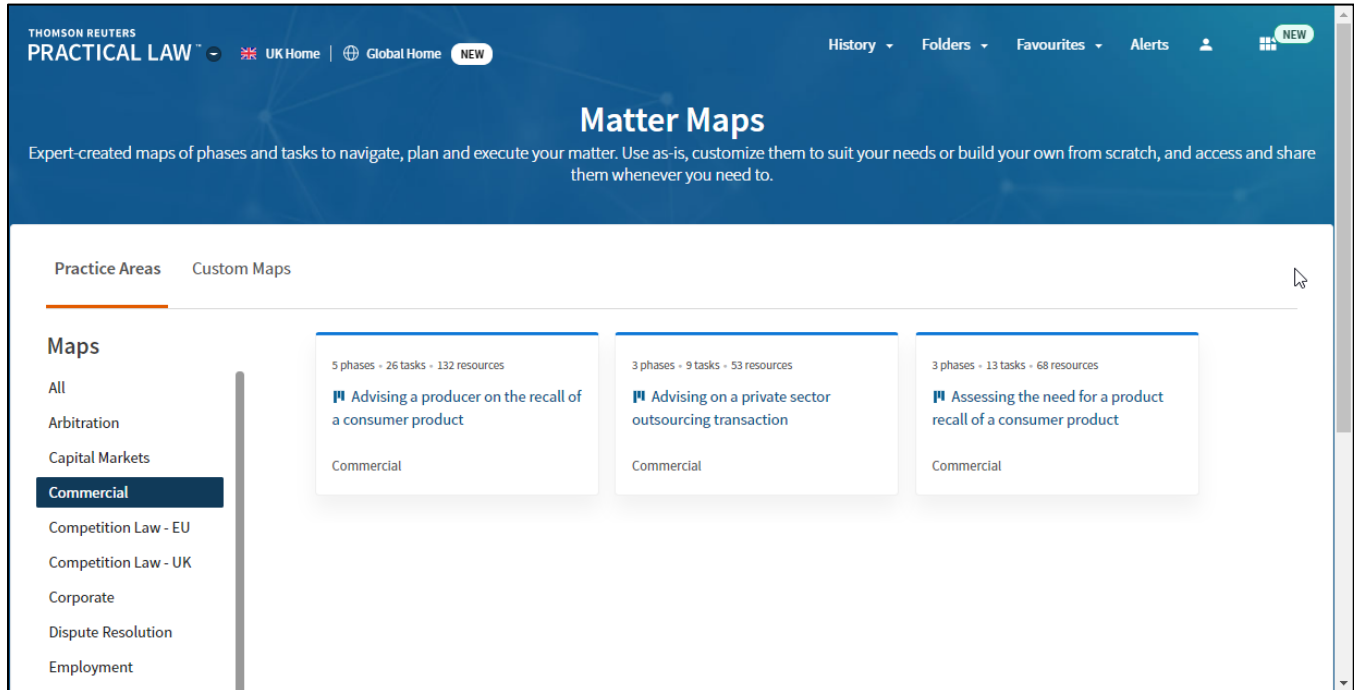
You can access Matter Maps using the new Tools icon in the top right-hand corner. You can also use the link on the right of the home page, or you can browse by Resource within any Practice Area.

The screenshot displays the Thomson Reuters Practical Law UK interface. The top navigation bar includes 'THOMSON REUTERS PRACTICAL LAW UK' and a search bar containing 'data protection officer'. A 'Tools' panel is open on the right, featuring icons for 'Knowledge Map', 'Quick Compare', 'What's Market', 'Matter Maps', 'Country Q&A', 'Fast Draft', and 'Ask'. The 'Matter Maps' icon is highlighted with an orange box. The main content area shows search results for 'All Content (2,884)' with a list of five items, including 'Data protection officer: job description (UK)', 'Data protection officers (UK)', 'Do we need a data protection officer?: flowchart (UK)', 'Data protection officers: 2021 update', and 'Data Protection Act 2018: overview'. A 'Suggested Questions' section at the bottom includes the question 'When is it mandatory to appoint a data protection officer (DPO)?'.

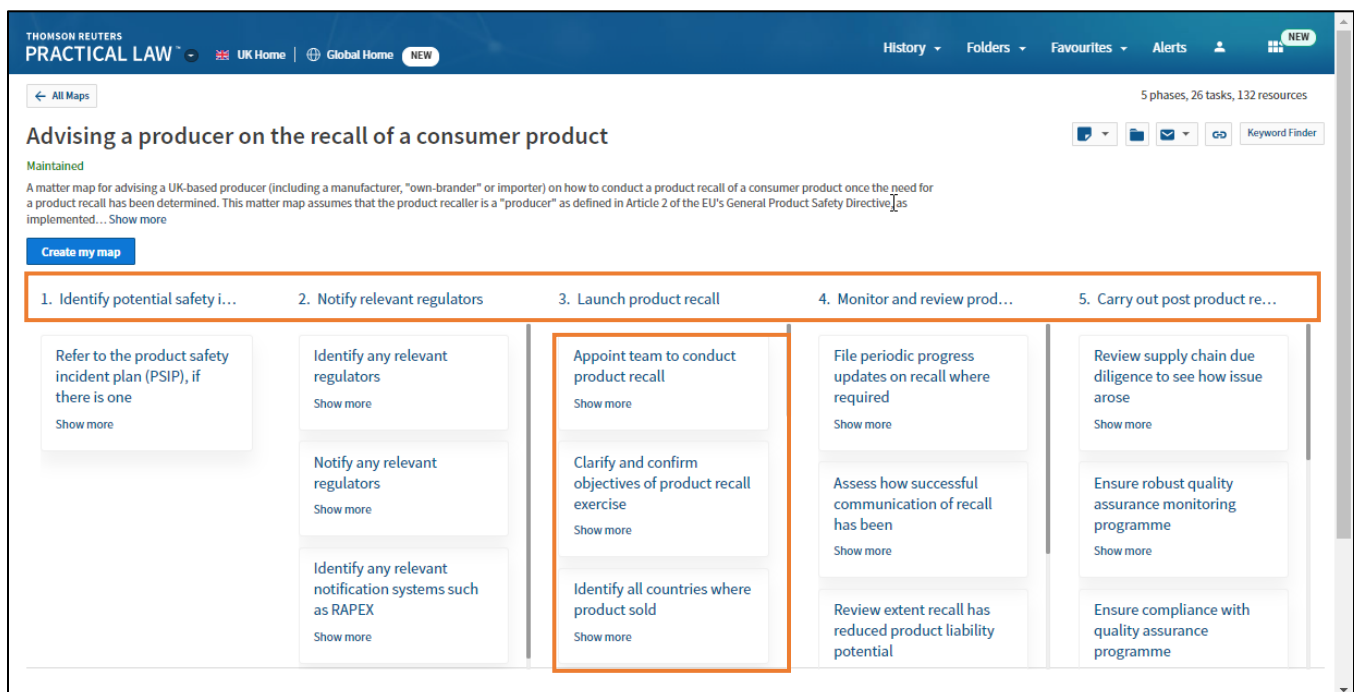
Navigating the Map

From this page you can see the available Maps for each Practice Area as well as access any Custom Maps you have created.

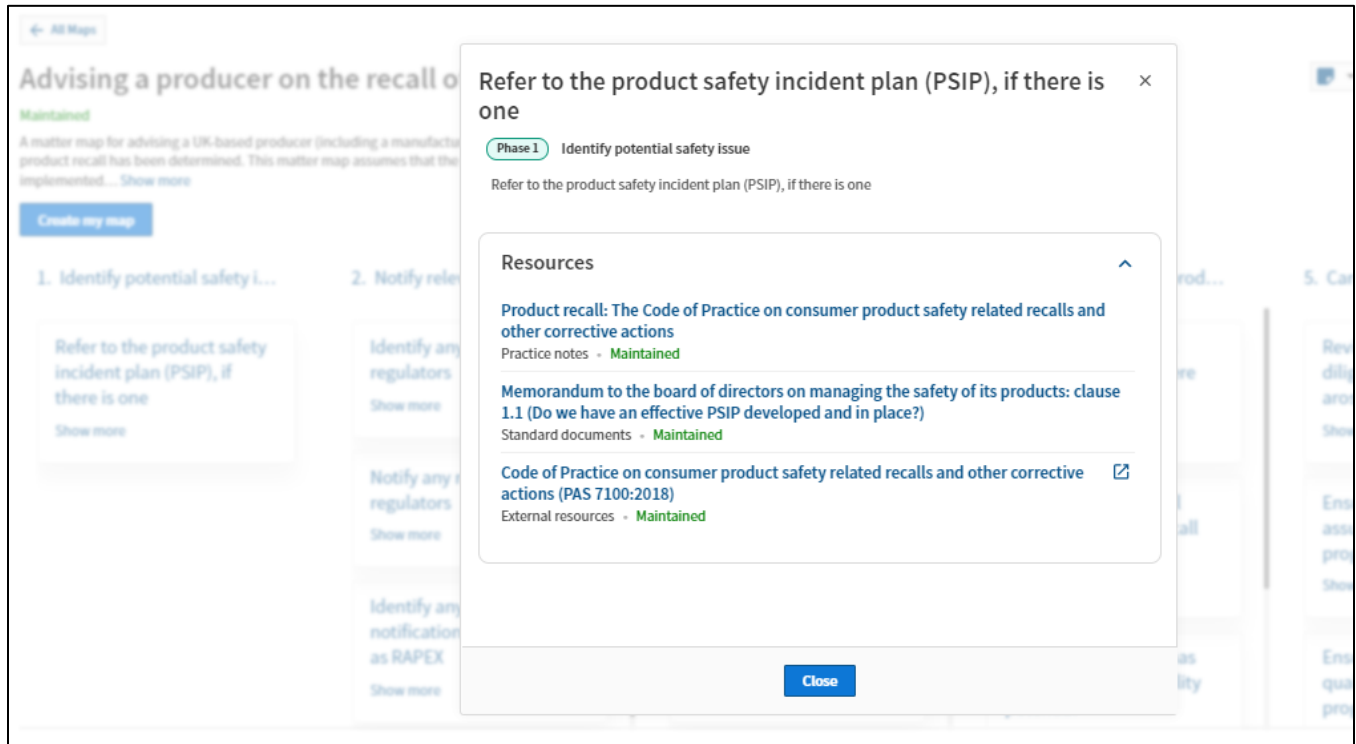
Each Map lists the phases, tasks and resources involved in each transaction.



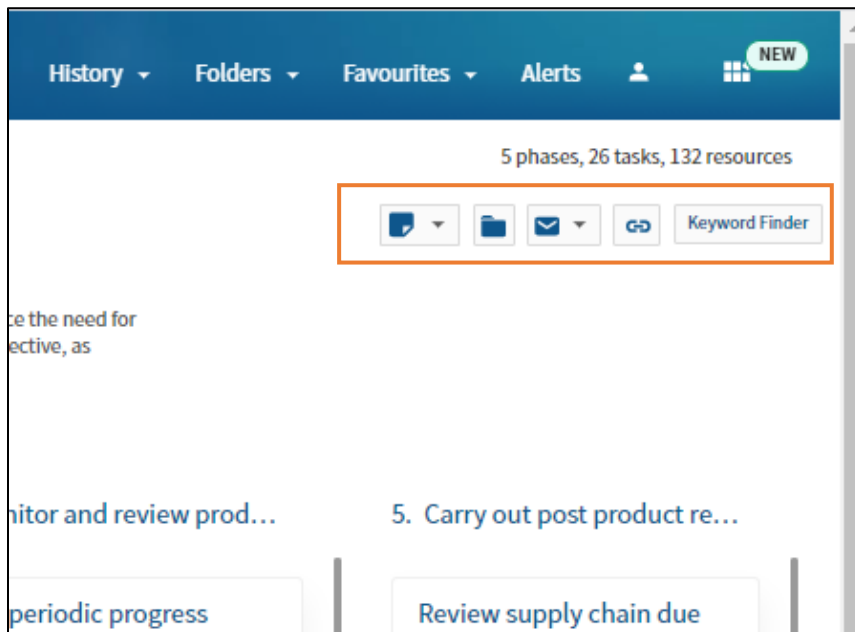
Each transaction is split into phases along the top and then each phase is broken down into tasks.



Click Show more on a task will display the list of Practical Law resources relevant to accomplishing that task.

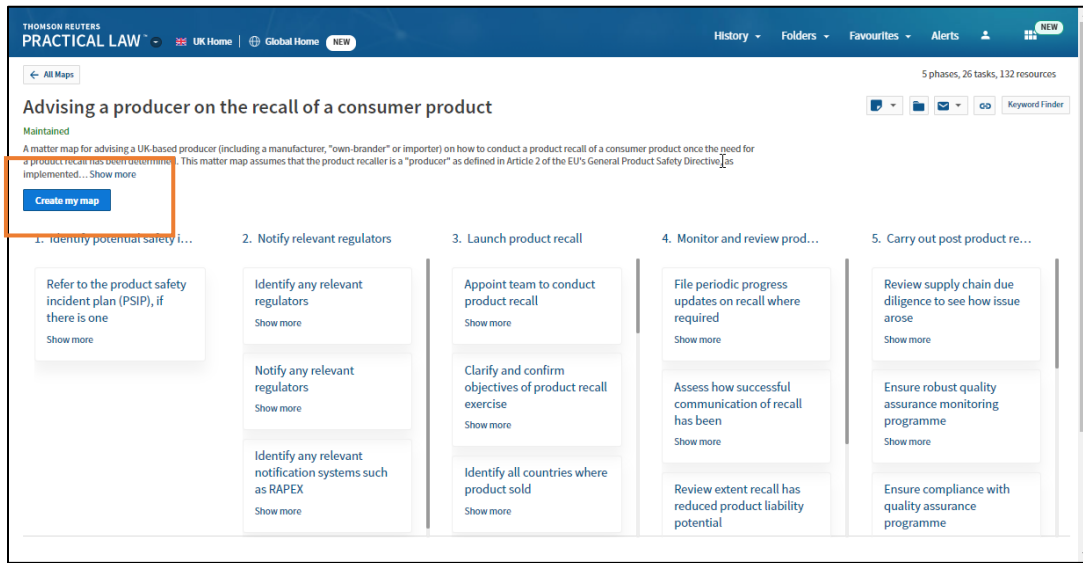


Options in the top right-hand corner enable you to add Notes to the Map, add this to a folder, deliver/share the map and search the Map for a term or phrase.



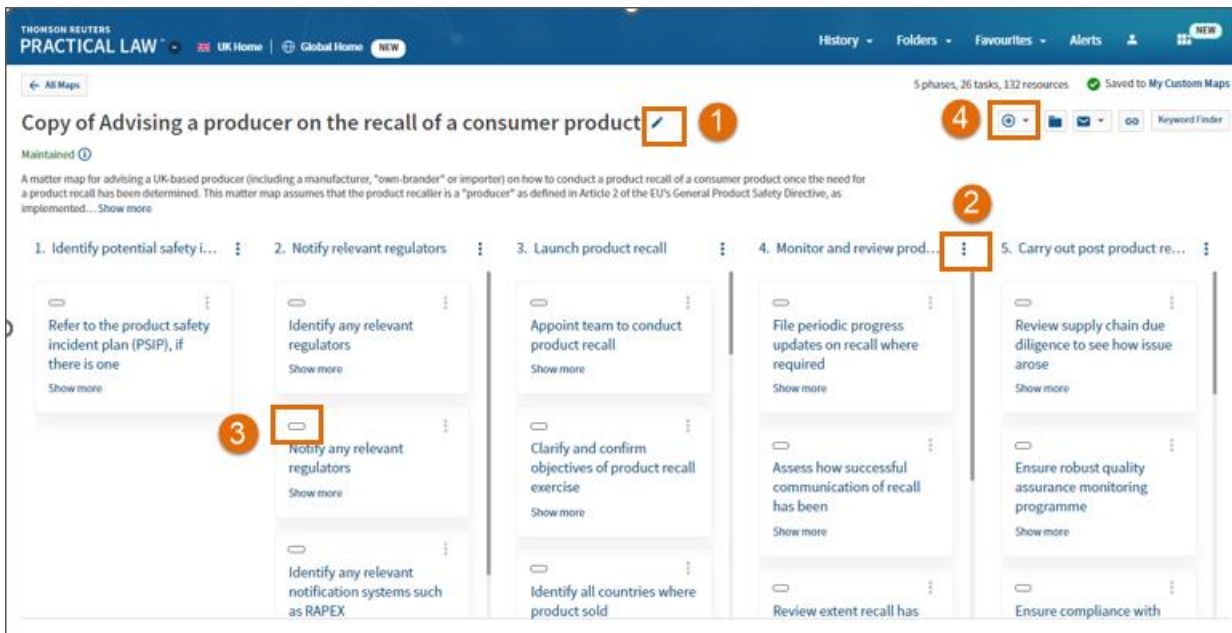
Customising a Map

To create your own version of this Map, click Create my map in the top left-hand corner.



- 1) Click the pencil icon to rename or edit the description of the Map.
- 2) Click the three dots to edit or delete a phase or task. You can edit the name, description and the resources listed.
- 3) Click the white oval to colour-code tasks.
- 4) Click the + icon to add new phases and tasks.

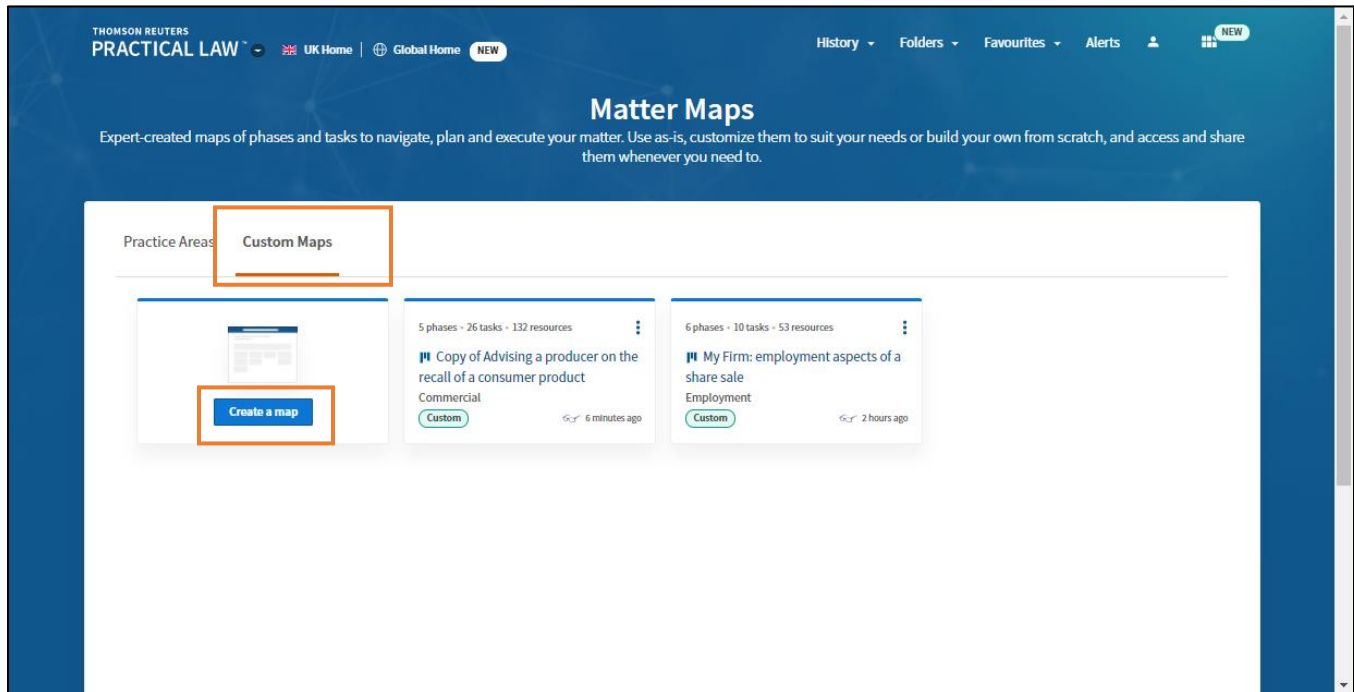
You can also click and drag tasks to different phases or to change the order.



Accessing custom Maps and creating a blank Map

Any Maps you start customising will be automatically saved. You can access these Maps from the Custom Maps tab of the Matter Maps homepage.

From this page you can also create a blank Map by clicking the **Create a map** button.



Looking for more information?

To sign into Practical Law UK, visit uk.practicallaw.thomsonreuters.com.

For assistance using Practical Law UK, call CRM-MENA@thomsonreuters.com

For additional training materials, visit <https://legalsolutions.thomsonreuters.co.uk/en/products-services/practical-law/training-support.html>