

Worksheets: What are they?



- A worksheet is a living, breathing, spreadsheet within the platform
- Unlike an Excel download, worksheets allow you to save specific lists of attorneys and keeps their information up-to-date
- Save a list of attorneys from multiple searches: it never duplicates and automatically updates along with all Leopard data
 - If an attorney moves, is promoted, changes practice areas, the worksheet will also update unlike an Excel download
 - Delete and add records — it's a better replacement for Excel!
- Keep your worksheets private or share with one person or everyone at your firm

All toolboxes function the same across all Leopard products.



Creating Worksheets

Save individual attorneys as a short-list and never worry about stale or aging data.

APPLIED FILTERS [EDIT](#) [EDIT ADVANCED CRITERIA](#) [CLEAR ALL](#) [Collapse](#)

[Remove](#) Practice_Areas: ENVIRONMENT [×](#)
[Remove](#) Location: DENVER [×](#)

Records found: 169 [MAXIMIZE RESULTS VIEW](#) [COLUMN SETTINGS](#) [+ ADD TO WORKSHEET](#) [SEND GROUP EMAIL](#) [SAVE SEARCH](#) [EXPORT](#)

100 attorneys per page 1 - 100 of 169 attorneys

	History	Tools	Find Jobs	Firm	Name	Gender	Bio	Phone	JD	Law School	Practice Area	Specialties	Honors / Degrees	Languages	Undergraduate
<input type="checkbox"/>				Arnold & Porter LLP	Grey, Sarah	Female		303-863-2388	2011	STANFORD	ENVIRONMENT	REGULATORY / COMPLIANCE / TRANSACTIONAL / REAL ESTATE	CLERKSHIP		U OF V
<input type="checkbox"/>											ENVIRONMENT	TRANSACTIONAL / LITIGATION / APPELLATE / OIL & GAS / WATER / CHEMICAL ENGINEERING / REGULATORY / INFRASTRUCTURE / ENERGY	M.B.A. / WITH HONORS / LAW REVIEW / ORDER OF THE COIF	ENGLISH	U PITTS

Worksheets can be created after running any search.
The ability to create worksheets is located above the results view, highlighted here within the red box.

WORKSHEETS

To Add New Worksheet, Enter Name:

Add Selected Items ☒ Add Complete Search ☐

To Add To Existing Worksheet, or to Run Worksheet please select from below list.

Owned worksheets

My Worksheets

- Alaska 2 [2]
- SF Insurance Associates [3]
- TX En EL [2]
- AK Labor [21]
- NY RE [50]
- RE Bonds PF [22]
- Govt Contracts [1299]
- NY IP Partner Counsel [19]
- OC Litigation [4]
- AK BEST [3]

Shared worksheets

No Shared Worksheets Folders are added to your account

SAVE SAVE & RUN CLOSE

The WORKSHEET Window

Running a search and selecting “Add to Worksheet,” a window will pop-up

- Ability to create a new worksheet or add results to an existing one
- Choose to add all results or only selected, individual attorneys

OWNED WORKSHEETS

Add Folder

SHARED WORKSHEETS

No Shared Worksheets

WorkSheet Name

Sharing

My Worksheets

▶

🗑

Alaska 2 [2]

Public

↻

▶

🗑

SF Insurance Associates [3]

Private

↻

▶

🗑

TX En EL [2]

Private

↻

▶

🗑

AK Labor [21]

Private

↻

▶

🗑

NY RE [50]

Private

↻

▶

🗑

RE Bonds PF [22]

Private

↻

▶

🗑

Govt Contracts [1299]

Private

↻

▶

🗑

NY IP Partner Counsel [19]

Private

↻

▶

🗑

OC Litigation [4]

Private

↻

▶

🗑

AK BEST [3]

Private

↻

▶

🗑

TEST [287665]

Private

↻

- The worksheets you create in Leopard List and Jobs are populated within the “WORKSHEETS” tab
- Your created worksheets
- Mark your owned worksheets private or public and share with individual users at the firm
- Click the play icon to open the up-to-date information of the attorneys you originally saved. Click the trash icon to delete this worksheet

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The logo for Leopard Solutions, featuring a stylized leopard head in profile with the text "LEOPARD SOLUTIONS" below it.

We hope this was helpful.

If you have further questions, comments, or concerns, please contact out to our support team at support@leopardsolutions.com or call us at (800) 718-8553

Thank you for being a valued client!