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.

owse Menu 🔻	All Content - data protection officer	Tools	
e > Search Re All Con	sults tent (2,884) Relevance +	Knowledge Map	Quick Compare
 Select all i 	terns - No items selected		
□ > 1.	Data protection officer: job description (UK) Standard documents - Maintained - European Union, United Kingdom		
□ > 2.	Data protection officers (UK) Practice notes - Maintained - European Union, United Kingdom	What's Market	Matter Maps
□ > 3.	Do we need a data protection officer?: flowchart (UK) Binary Document • Maintained • European Union, United Kingdom		
□ > 4.	Data protection officers: 2021 update Video and audio - Published on 12 Feb 2021 - United Kingdom	Country Q&A	Fast Draft
□ > 5.	Data Protection Act 2018: overview Practice note: overview - Maintained - United Kingdom	?]

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.

THOMSON REUTERS PRACTICAL LAW • • **	UK Home 🕀 Global Home NEW	History	+ Folders + Favourites + Alerts	▲
Expert-created maps of phases a	nd tasks to navigate, plan and execute your matte	atter Maps r. Use as-is, customize them to suit your whenever you need to.	r needs or build your own from scratch, and a	access and share
Practice Areas Custom M	laps			ß
Maps All Arbitration Capital Markets Commercial Competition Law - UK Corporate Dispute Resolution Employment	5 phases - 26 tasks - 132 resources II Advising a producer on the recall of a consumer product Commercial	3 phases - 9 tasks - 53 resources II Advising on a private sector outsourcing transaction Commercial	3 phases - 13 tasks - 68 resources II Assessing the need for a product recall of a consumer product Commercial	

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

All Maps				5 phases, 26 tasks, 132 resources
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Refer to the product safety incident plan (PSIP), if there is one Show more	Identify any relevant regulators Show more	Appoint team to conduct product recall Show more	File periodic progress updates on recall where required Show more	Review supply chain due diligence to see how issue arose Showmore
	Notify any relevant regulators Show more	Clarify and confirm objectives of product recall exercise Show more	Assess how successful communication of recall has been Show more	Ensure robust quality assurance monitoring programme Show more
	Identify any relevant notification systems such as RAPEX Show more	Identify all countries where product sold Show more	Review extent recall has reduced product liability potential	Ensure compliance with quality assurance programme

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

← All Maps	C			
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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.

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Customising a Map

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

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- 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.

← All Maps			5 phases, 26	tasks, 132 resources Saved to My Custom
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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.

Expert-created maps of phases and tasks	to navigate, plan and execute your matter. Use a them whene	is-is, customize them to suit your needs or b ver you need to.	uild your own from scratch,	and access and share
Practice Areas Custom Maps				
Create a map	5 phases - 26 tasks - 132 resources II Copy of Advising a producer on the recall of a consumer product Commercial Custom	Gphases - 10 tasks - 53 resources [4] My Firm: employment aspects of a share sale Employment Custom Gr 2 hours ago		

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