How to Lock Time Entries Based on Workflow Status

Objectives:

- Prevent users from adding or updating time entries on matters with the selected workflow status

Steps:

With the new lock time entries feature, administrators gain the ability to limit users from adding or editing new time entries on matters, based on the chosen matter workflow status. For instance, this functionality is particularly useful for closed matters, those marked as executed, done, or canceled.

Configuring this functionality is straightforward: navigate to the system settings and select **Setup & Configuration** under the **System Preferences.**
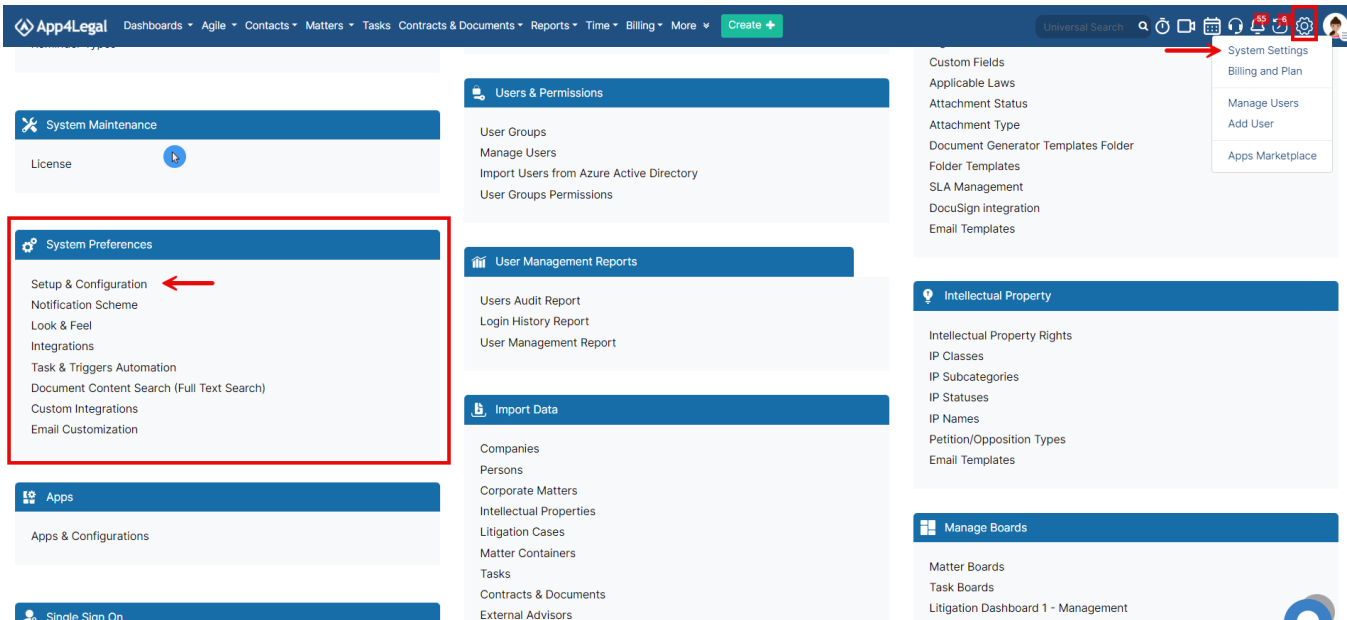
In the **system values,** choose the first "Lock Add/Update Matter Time Entries" option,
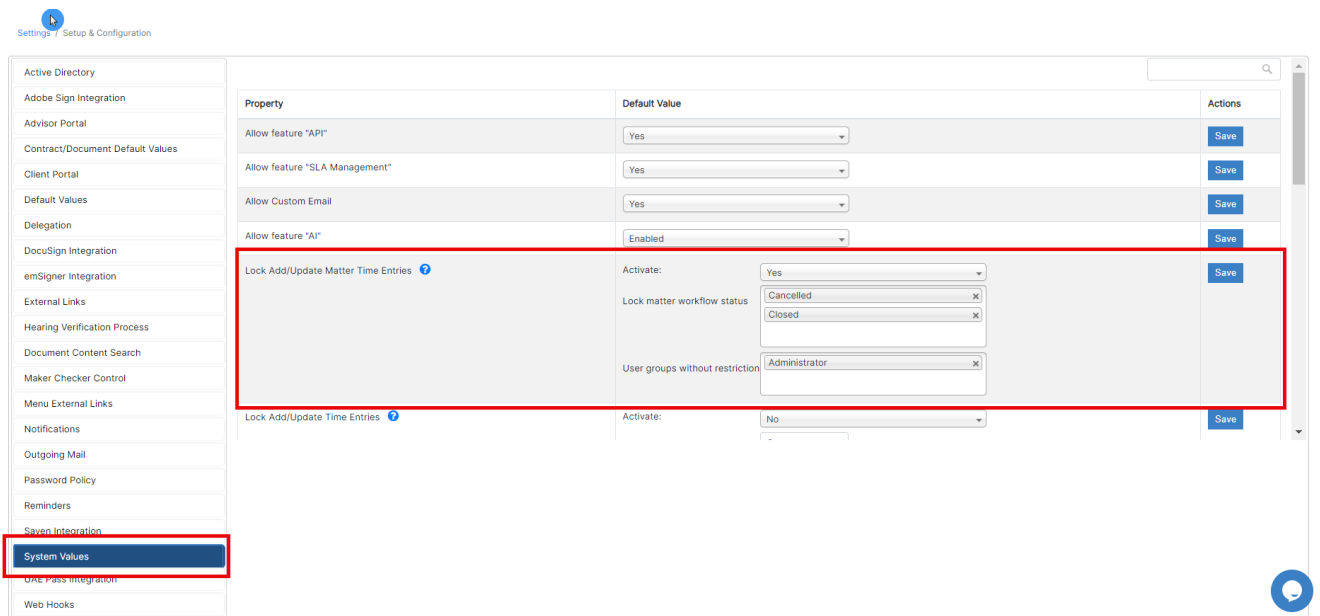
Activate it, and specify the applicable workflow statuses. Furthermore, administrators can exempt certain user groups from these restrictions, providing a flexible approach to time entry management within the system.

Subsequently, users will face restrictions when attempting to add or update time entries on matters under the chosen workflow.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!