

How to Add a New User

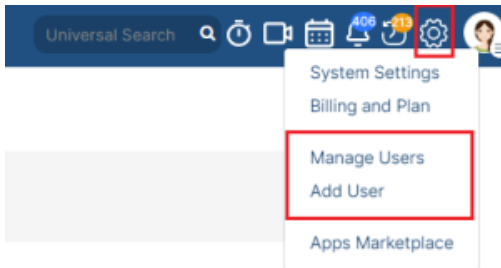
Objectives

- Add new User

Steps

Users in LEXZUR could be any member that will utilize and collaborate on the system such as the legal team, accountants, administrators, and so on. Each user will have his own credentials so that he can easily log in to the system.

Administrators can add a new user directly from the settings icon in the navigation menu.



You also add a new user by either clicking on the Add User hyperlink or from the Actions button on the right of the User Management page.

When adding a new user, you are required to fill in all the basic information:

Specify the user's **first name**, **last name**, and **email**, and choose the **user group** to which this user belongs such as administrator, accountant, and so on. Then choose the seniority level such as partner, consultant, or lawyer. And choose the **access type** for this user. A user can use the core solution the contract solution or both.

Add New User



The number of licenses purchased for "Core" is (10) and the number of licenses used is (9)
The number of licenses purchased for "Contra" is (10) and the number of licenses used is (9)

Email*

First Name*

Last Name*

User Group*

Seniority level

[Add](#)

Access to products*

☒ Core

☒ Contra

These details are sufficient for creating a new user, however, you can add more details such as the user's personal information like job title, mobile number, and user's address, but all these fields are optional.


If you click **Save and More Details** you will be directed to the user's detailed page where you can add any additional information.


The system will automatically set the user's unique code which can be used as an Employee ID or a replacement for a user's full name when generating an invoice.


The number of licenses purchased for "Core" is (10) and the number of licenses used is (9)
 The number of licenses purchased for "Contra" is (10) and the number of licenses used is (10)

Status Active

Basic Information Personal Information Address Comments

First Name* 

User Code* 


Password* 

Access type* ☒ Core ☒ Contra

Last Name*

Email*

User Group* User

Seniority level* Executive 

Save Clone

The number of licenses purchased for "Core" is (10) and the number of licenses used is (9)
 The number of licenses purchased for "Contra" is (10) and the number of licenses used is (10)

Status ActiveBasic Information Personal Information Address Comments


Title Choose Title

Job Title

Foreign First Name

Father

Employee ID

Teams 

Phone

Nationality None


Department

Gender Choose Gender

☐ Is Lawyer

Foreign Last Name

Mother

Date Of Birth 

Fax

Website

Mobile

Save Clone

Once added the user will be notified that he has been added to your Workspace. And he can Join directly from the received link, and log in to the system easily.



Join App4Legal Workspace

Carolina Robinson (caroline.moraod@app4legal.com) has invited you to join App4Legal workspace "app4legal". Join now to start collaborating!

Join Now



Learn more about how to manage users and licenses in this [guide](#).

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

Thank you!