# How to Set the User Group Permissions
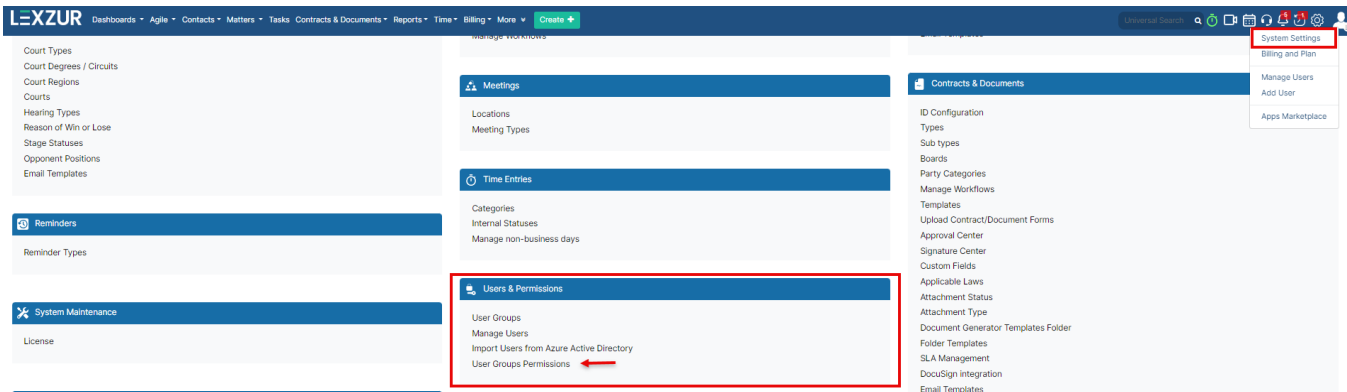
## Objectives

- Grant Permissions according to user groups and modules

## Steps

Within LEXZUR, you can grant permissions to users according to their groups and the specific module they will be working on.

To configure user permissions, the administrator needs to navigate to the **System Settings.** From the **Users & Permissions** section, select **User Group Permissions.** This allows for the fine-tuning of access and control based on user roles and designated modules.



Select the user group for which you wish to grant specific permissions, such as User, Administrators, or Accountant, and then choose the relevant module, such as Core, Contract, or Billing. This step enables the customization of access and capabilities based on user roles within the specified modules in the system.

> ⚠ Administrators will automatically have all permissions granted by default.

The Controls represent the functionalities associated with each module. For instance, selecting **"Lexzur Core"** will display all the pertinent core features, allowing you to configure permissions for the chosen user group in each Core setting.



The Permissions within this specific module become visible, allowing you to search for and enable the required permissions. They are categorized alphabetically, with sub-permissions accessible by clicking on each module to reveal the related permissions.

For example, within the Matter section, you have permissions related to various matter activities such as adding new matters or cases, archiving matters, adding folders, adding notes, and more.

Once adjustments are complete, simply press Save to apply the configured permissions.

Likewise, if you choose **"Billing,"** you can define permissions associated with accounting functionalities. This includes permissions for Reports, Accounts, Invoices, Discounts, Taxes, and other relevant features within the billing module.



Within the **"Contra"** permissions, you gain control over all aspects related to contracts. This encompasses the ability to add, edit, delete, or amend a contract, and oversee the signature center, approval center, applicable law, clauses, and various other contract-related functionalities.



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

Thank you!