How to round-up time entries

Objectives

• To round-up time entries

Steps

In LEXZUR an admin can round up time entries.

To do so, go to System Settings, choose System Preferences, and then select Setup & configuration.

LEXZUR Deshboards - Agile - Contacts - Matters - Tasks Contracts & Documents - Reports - Tr	me* Billing* More ¥ Create +	Universal Search 🔍 🙆 🗖	🛱 O 🗳 💆 🚳 🖉
Court Regions	📩 Meetings	Contracts & Documents	System Settings Billing and Plan
Courts Hearing Types Reason of Win or Lose Stage Statutes Opportment Prolitons Exercision	Locations Meeting Types	ID Configuration Types	Manage Users Add User
		Sub types Boards Party Categories	Apps Marketplace
	Categories	Manage Workflows Templates	
Reminders Reminder Tures	Internal Statuses Manage non-business days	Upload Contract/Document Forms Approval Center Slanature Center	
талиная гурах	🐀 Users & Permissions	Custom Fields Applicable Laws	
✗ System Maintenance Ucense	User Groups	Attachment Status Attachment Type Document Generator Templates Folder	
	Nanage Users Import Users from Azure Active Directory User Groups Permissions	Folder Templates SLA Management	
g ^o System Preferences		Docusign integration Email Templates	
Setup & Configuration	Hill User Management reports Users Audit Report	Intellectual Property	
Look & Feel Integrations	Login History Report User Management Report	Intellectual Property Rights IP Classes	
Lask & Imggers automation Document Content Search (Full Text Search) Custom Integrations	(B), Import Data	IP Subcategories IP Statuses IP Names	
	Companies	Petition/Opposition Types	

After selecting Default Values, scroll down to find Round-Up Time Entries.

Active Directory			Q,
Advisor Portal	Property	Default Value	Actions
Contract Default Values	Ability to set Important Development when adding a hearing/event	No •	Save
Client Portal	Archive Matter Workflow Status	Closed	Save
Default Values			
DocuSign Integration	Archive Task Workflow Status		Savo
External Links		Select	Gave
Hearing Verification Process	Board Member Role	Not Set 👻	Save
Maker Checker Control	Matter Container Document Status	Not Set	Save
Menu External Links	Matter Container Document Type	Not Set	Save
Notifications	Matter Container Status		Savo
Outgoing Mail		Obeli *	Save
Password Policy	Matter Document Status	1-Draft 🔹	Save
Reminders	Matter Document Type	Not Set	Save

From the drop-down list, select "Yes" in the "Activate" field, select the round time entries if up or down and the value then click on Save.

Settings / Setup & Configuration

Active Directory	Matter Private by Default	No	Save	•
Advisor Portal	Only requested by can edit the task metadata	Yes 🔹	Save	
Contract Default Values	Privacy ner Assigned team			
Client Portal	Trivacy per Assigned team	NO	Save	
Default Values	IP Assigned Team	All Teams 🔹	Save	
DocuSign Integration	IP Assignee	Not Set	Save	
External Links			_	
Hearing Verification Process	Reminder Type	Hearing 🔹	Save	
Maker Checker Control	Round Up Time Entries	Activate: No +	Save	
Menu External Links		Round time entries up to the nearest 0.1 fraction of the hour		
Notifications	Seniority level	Other	Save	ų.
Outgoing Mail				

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

Thank you!