

# How to round-up time entries

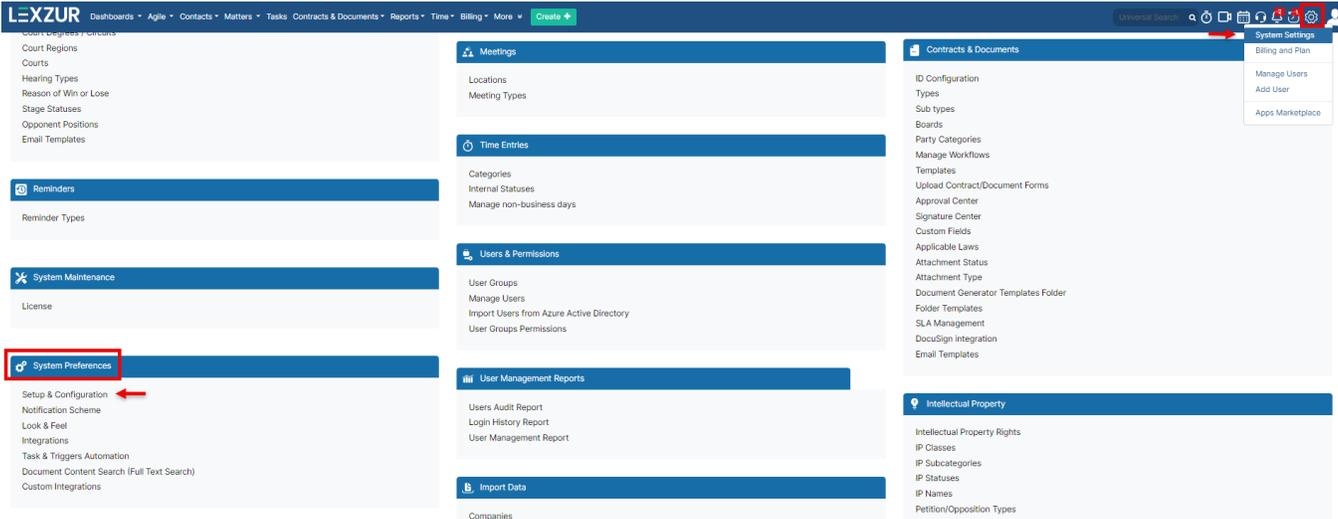
## Objectives

- 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.



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

Property	Default Value	Actions
Ability to set Important Development when adding a hearing/event	No	Save
Archive Matter Workflow Status	Closed	Save
Archive Task Workflow Status	Select	Save
Board Member Role	Not Set	Save
Matter Container Document Status	Not Set	Save
Matter Container Document Type	Not Set	Save
Matter Container Status	Open	Save
Matter Document Status	1-Draft	Save
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.

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

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!