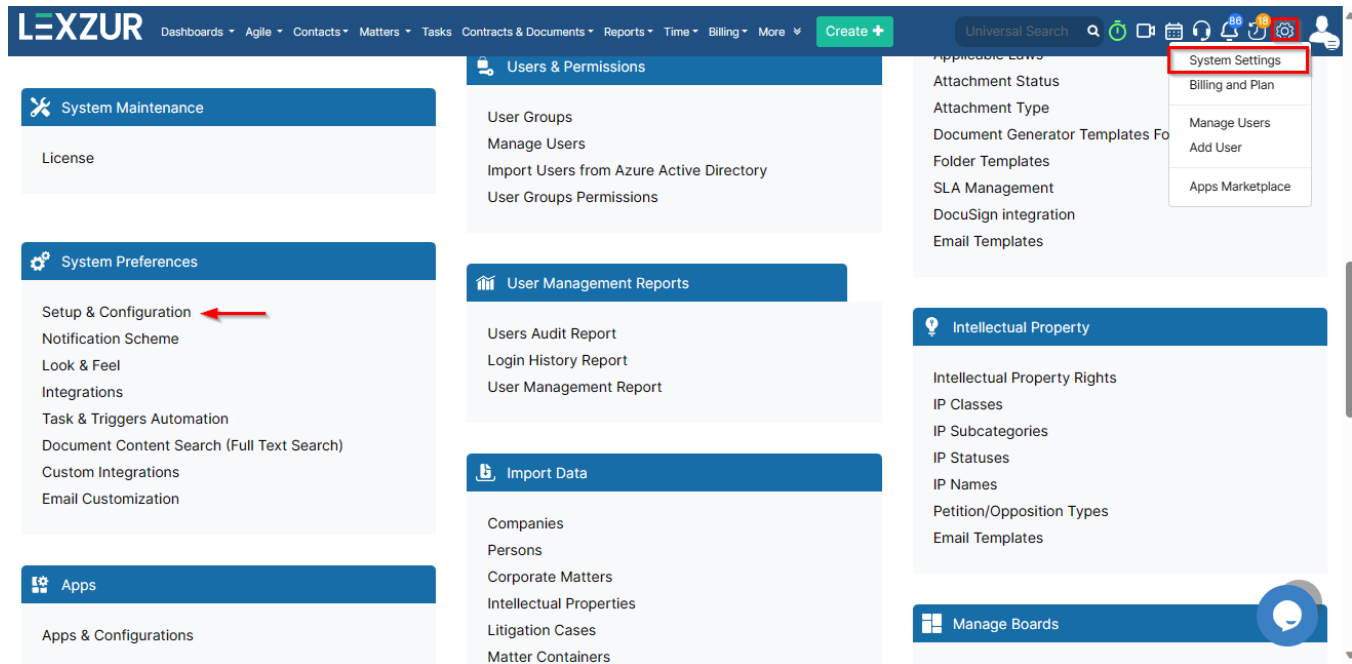# How to lock Time Entries

Objectives

- Restrict the user to add or update time logs for matters.
- Restrict the user to add or update time logs for the previous days.
- Restrict the user to add or update time logs for the previous month
- Restrict users from adding new time logs, if none were added for the previous day.

Steps

To be able to restrict the users from adding or updating time logs for a previous period, you have to go to system settings, then Setup and Configuration.

On the System Values tab, go to "Lock Add/Update Matter Time Entries", click "Yes" to activate it, specify the workflows that you want to lock, you can select groups that will not follow this restriction, then click on "Save".

To prevent users from adding/editing time entries before 'x' number of days, go to "Lock Add/Update Time Entries", click "Yes" to activate it, specify the number of days in the past, you can select groups that will not follow this restriction, then click on "Save".

Active Directory		
Adobe Sign Integration	Allow feature "AI"	Enabled ▾	Save
Advisor Portal	Lock Add/Update Matter Time Entries ❓	Activate: Yes ▾	Save
Contract/Document Default Values		Lock matter workflow status Closed ✕	
Client Portal			
Default Values		User groups without restriction Select	
Delegation	Lock Add/Update Time Entries ❓	Activate: No ▾	Save
DocuSign Integration		Days in Past 0	
emSigner Integration		User groups without restriction Select	
External Links	Monthly Lock Add/Update Time Entries ❓	Activate: No ▾	Save
Hearing Verification Process		During Days 7	
Document Content Search		User groups without restriction Select	
Maker Checker Control			
Menu External Links	Lock Time Entries ❓	Activate: No ▾	Save
Notifications		Starting from: 03/14/2023 📅	
Outgoing Mail			
Password Policy			
Reminders			
Sayen Integration			
System Values			
UAE Pass Integration			
Web Hooks			

To prevent users from adding/editing time entries in the previous month, during the first "x" days of the current month, simply choose the Monthly Lock Time Entries, Activate it, specify the Days and the restricted groups.

Active Directory		
Adobe Sign Integration	Allow feature "AI"	Enabled ▾	Save
Advisor Portal	Lock Add/Update Matter Time Entries ❓	Activate: Yes ▾	Save
Contract/Document Default Values		Lock matter workflow status Closed ✕	
Client Portal			
Default Values		User groups without restriction Select	
Delegation	Lock Add/Update Time Entries ❓	Activate: No ▾	Save
DocuSign Integration		Days in Past 0	
emSigner Integration		User groups without restriction Select	
External Links	Monthly Lock Add/Update Time Entries ❓	Activate: No ▾	Save
Hearing Verification Process		During Days 7	
Document Content Search		User groups without restriction Select	
Maker Checker Control			
Menu External Links	Lock Time Entries ❓	Activate: No ▾	Save
Notifications		Starting from: 03/14/2023 📅	
Outgoing Mail			
Password Policy			
Reminders			
Sayen Integration			
System Values			
UAE Pass Integration			
Web Hooks			

To be able to restrict the users from adding new time logs if no time was logged from the previous day, in the same page, go to "Lock Time Entries", click "Yes" to activate it, select the starting from date, then click on "Save".

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

Thank you!