

# How to Define the User's Label to be Used in Invoicing Time Entries?

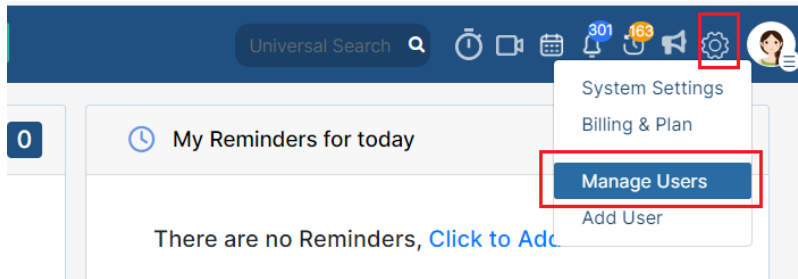
## Objectives

- Define the user's label that will replace their names under the time entries in the invoice details.

## Steps

In order to define the label that will be displayed in the user columns under time logs in the invoice, you must first specify the User Code from their Basic Information.

Go to **"Manage Users"** from the action wheel within the main menu.



Click on the ID related to the user then change the User code. The user code is unique to a specific user and can be used as an employee ID or a replacement for the user's full name when generating an invoice.

Settings / Search Users / Edit User

The number of licenses purchased for "Core" is (30) and the number of licenses used is (11)  
The number of licenses purchased for "Contract" is (30) and the number of licenses used is (11)

Status: Active

Basic Information	Personal Information	Address	Comments
<p>First Name* Sam</p> <p>User Code* SJ</p> <p>Password* Password Confirm Password</p> <p>Access type* <input checked="" type="checkbox"/> Core <input checked="" type="checkbox"/> Contract</p> <p>Save Clone</p>	<p>Last Name* Jones</p> <p>Email* samjones@gmail.com</p> <p>User Group* Legal Team</p> <p>Seniority level* Senior Lawyer Officer</p>		

As part of the invoicing process, you have the option to select whether the user's full name or user code will appear in the user column under time logs in the invoice details.

## Import Time Logs



Filter by Date select an option yyyy-mm-dd Apply Clear

### Time Logs

Start typing

<input type="checkbox"/>	Date	Description	Category	User	Effort	Rate	Matter/Task
<input checked="" type="checkbox"/>	2023-04-05	(No Data)	(No Data)	James Marven ( James UC8)	1.70	200	Matter: Legal opinion for Service Agreement for BLP
<input type="checkbox"/>	2023-04-19	(No Data)	Meeting	James Marven ( James UC8)	1.50	200	Matter: Advice for BLP
<input checked="" type="checkbox"/>	2023-04-26	(No Data)	(No Data)	Carolina Robinson (UC1)	2.00	300	Matter: Legal Opinion for BLP

#### Options

☐ Group time logs by legal practitioner per matter

☐ Use User FullName

☒ Use User Code

#### Discount

select an option

#### Tax

select an option

2 items selected

Cancel

OK

The user code will be displayed in the label as you see in the below example.

Client	Matters	Items	Additional Info
Time Logs			
Date	User	Description	Effort
2023-04-05	James UC8	2023-04-05 - 1.70	1.7
2023-04-26	UC1	2023-04-26 - 2.00	2

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

Thank you!