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.

	🔒 Users & Permissions	Attachment Status Billing and Plan
System Maintenance	User Groups Manage Users Import Users from Azure Active Directory User Groups Permissions	Attachment Type Document Generator Templates Fo Folder Templates SLA Management DocuSign integration
System Preferences	í fí User Management Reports	Email Templates
Setup & Configuration Notification Scheme Look & Feel Integrations	Users Audit Report Login History Report User Management Report	Intellectual Property Intellectual Property Rights IP Classes
Document Content Search (Full Text Search) Custom Integrations Email Customization	L Import Data	IP Subcategories IP Statuses IP Names Petition/Opposition Types Email Templates
Apps & Configurations	Persons Corporate Matters Intellectual Properties Litigation Cases	H Manage Boards

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".

Settings / Setup & Configuration				
Active Directory	Allow feature "Al"	Enabled	×	Save
Adobe Sign Integration				
Advisor Portal	Lock Add/Update Matter Time Entries 😗	Activate:	Yes	Save
Contract/Document Default Values		Lock matter workflow status	Closed x	
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 David	7	
Document Content Search	Allow feature "AP" Lock Add/Update Matter Time Entries Cock Add/Update Time Entries Monthly Lock Add/Update Time Entries Lock Time Entries Cock Time Entries Coc	During Days	Relact	
Maker Checker Control		User groups without restriction	Select	
Menu External Links	Lock Time Entries 😧	Activate:	No	Save
Notifications		Starting from:	03/14/2023	v
Outgoing Mail				
Password Policy				
Reminders				
Sayen Integration				
System Values				
UAE Pass Integration				
Web Hooks				

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".

Settings / Setup & Configuration

Active Directory	Allow feature "Al"	Fachlad			Onus	^
Adobe Sign Integration		Enabled	Ŧ		Save	
Advisor Portal	Lock Add/Update Matter Time Entries 🕜	Activate:	Yes 💌		Save	1.8
Contract/Document Default Values		Lock matter workflow status	Closed x			
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 Dave	7		0010	
Document Content Search		During Days	Relact			
Maker Checker Control		User groups without restriction	Select			
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						\bigcirc
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.

Settings / Setup & Configuration						
Active Directory	Allow feature "Al"	Enabled			Save	
Adobe Sign Integration						
Advisor Portal	Lock Add/Update Matter Time Entries 😯	Activate:	Yes •		Save	
Contract/Document Default Values		Lock matter workflow status	Closed x			
Client Portal						
Default Values		User groups without restriction	Seleci			
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		Line and the second second	Select			
Maker Checker Control		Oser groups without restriction				
Menu External Links	Lock Time Entries 😧	Activate:	No •		Save	
Notifications		Starting from:	03/14/2023	Ö	~	
Outgoing Mail						
Password Policy						
Reminders						
Sayen Integration						
System Values						l
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".

	Settings	I	Setup	8	Configuration
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Active Directory	Allow feature "All"	(Particular			^
Adobe Sign Integration		Enabled		Save	
Advisor Portal	Lock Add/Update Matter Time Entries 🔞	Activate:	Yes 🔹	Save	
Contract/Document Default Values		Lock matter workflow status	Closed x		
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 Dave	7		
Document Content Search		During Days	Salact		
Maker Checker Control		User groups without restriction	Joieu		- 1
Menu External Links	Lock Time Entries 🛛	Activate:	No •	Save	
Notifications		Starting from:	03/14/2023		v
Outgoing Mail					
Password Policy					
Reminders					
Sayen Integration					
System Values					
UAE Pass Integration					
Web Hooks					

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

Thank you!