

How to disable a user's access to specific features in Billing Matters

Users List

Go to the Users or Security Profiles

File	Edit View Calendar [)atabase N	lail Billing	Report	Lexis S	earch	Process	Window	Help
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	Word Processor								
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	Synchronize	•	Rates and	Accounts	•	~	Users		
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	Backup Time Matters Data		Codes •		User Groups				



Open a User or Security Profile

Double-click on a User or Security Profile

6	Security Setup - L	ist of Users			?	×
File	File Edit View Process					
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	User ID 🛆	Name	Default Staff	Default Staff Name	Security Access	
	DATA	data			Y	
	EA	Anderson, E	SE	Systems Engineer	Y	
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Transactions and Invoices

Double-click on one or more items in the **Billing** area to deny access.

🚳 Security Setup - User Form	- EA			?	×
General Access Overall Prog	jram Access	Special Exception	18		
Access Only Program Areas	Eully Control	led Program Areas			_
Program Area Reports Customize Fields and Areas Audit Log Password Fields Special Dates Timetable Staff Groups Document Search In / Out List - Access In / Out List - Edit Other Users Billing Create Pre-Bills Create Bills Post Bills Access to AR Tab and Transaction/Invo Add/Chg/Del Transactions and Invoices Billing Preferences Billing Form Rate Area Billing Form Override Area		bice List s	SS Double-clic to change Y to N	ek	▲
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