User Permissions for the Lead File

There are several User Permissions related to the **Lead File**.

Go to the **Tools** (menu) > **Manage Users and Permissions** > **User IDs** (click on a UserID) > **User Permissions** (left) to set the permissions. *Note: If a User is logged in when changes are made to their permissions, they'll need to log out and then back in before the changes will take effect.*

Category		User Permissions	Controls
Families	☑	Lead File - Access	Access to view and search existing leads only
	☑	Lead File - Manage	Access to edit/archive/restore a lead
	☑	Delete Leads	Permission to delete from the Lead File
	☑	Lead File - Email	Access to email leads
	☑	Lead File - Mass Archive	Access to perform a mass archive
	☑	Lead File - Export Leads	Access to export all leads to a file

See **Permissions for Jackrabbit Users** for more information.