

# User Permissions for the Lead File

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There are several User Permissions related to the [Lead File](#).

Go to the **Tools** (menu) > **Manage Users & 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	<input checked="" type="checkbox"/>	Lead File - Access	Access to view and search existing leads only
	<input checked="" type="checkbox"/>	Lead File - Manage	Access to edit/archive/restore a lead
	<input checked="" type="checkbox"/>	Delete Leads	Permission to delete from the Lead File
	<input checked="" type="checkbox"/>	Lead File - Email	Access to email leads
	<input checked="" type="checkbox"/>	Lead File - Mass Archive	Access to perform a mass archive
	<input checked="" type="checkbox"/>	Lead File - Export Leads	Access to export all leads to a file



See [Permissions for Jackrabbit Users](#) for more information.

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