User Permissions for the Lead File

There are several User Permissions related to the **Lead File**. These permissions allow the User to perform tasks such as emailing leads or restoring a lead file.

User Permissions play a crucial role in protecting your data by controlling who can access, modify, or perform specific actions in your system. Review **Protect Your Account - User Permission Guidelines** for more information.

To adjust a User's permissions, go to the **Gear** icon > **Settings** > **Users & Permissions** > **User IDs** (click on a User ID) > **User Permissions** (left menu). *Note: Users who are logged in when their permissions are changed will have to log out and back in for the changes to take effect.*

Permissions Related to the Lead File

Category	User Permission	Enables Access to
Families	Lead File - Access	View and search existing leads only.
	Lead File - Manage	Edit/archive/restore a lead.
	Delete Leads	Delete a lead from the Lead File.
	Lead File - Email	Email leads.
	Lead File - Mass Archive	Perform a mass archive.
	Lead File - Export Leads	Export all leads to a file.

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