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## BioStar 1, Access Group

## How to create an Access Group

BioStar allows administrators to build custom access groups by combining permissions for timezones and doors. With this capability, BioStar provides customizable, scheduled access control.

BioStar supports up to 128 timezones that consist of a seven day schedule, plus two holiday schedules. Each day in a timezone can include as many as five distinct time periods. Each access group can have upto 32 readers and each user can be assigned upto 4 access groups.

You can create an access group by performing the following steps:

1. On the Doors page, click Add New Door. Then add device to the door.

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Doors	Doors		
ADD ME_NEW DOOR	Basic Information Name ADD ME_NEW DOOR Description Details Alarm Access Group Event		
	Inside Device         100038           Unlock Time         No Time           10 Device         [20038]           Exit Button         [100038] Input 0           (Switch Type)         N/2           Door Open Period(sec)         3	Outside Device Dissible	
Task Add New Door Details Total: 1 Selected : ADD ME_NEW DOOR User	Driven By All Events •	Closed By Open period	
Doers Control			
		Apply	

2. On the Access Control page, click Add New Timezone.

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Access Control	Timezone								
- Access Group	Basic Informat	tion							
- Se Full Access No access	Descriptio	on	ADD ME_New Time Zone						
- 1 Timezone ADD ME_New Time Zone	Details								
Amays No Time	[General Sch	vedule]							
- Holday	Sunday	Copy	0 3	6 9	12	15	18	21 24	
Christmas Day	Monday	۵ ک	03	6 9	12	15	18	21 24	
I New Honosy	Tuesday		0 3	6 9	12	15	18	21 24	
Task	Wednesday		03	6 9	12	15	18	21 24	
New Access Group	Thursday	<i>e e</i>	03	6 9	12	15	18	21 24	
New Timezone			03	6 9	12	15	18	21 24	
S. Transfer to Device	Friday	<i>Q</i> 🛞	0 3	6 9	12	15	18	21 24	
Manage Access Group in Device	Saturday	۵							
Details	(Holday Sch	wchule]							
Total : 3 Selected : ADD ME, New Time Zone	Holday1 Disable	-	0 3	6 9	12	15	18	21 24	
1270	Holday2								
User	Disable	•	1	6 9	lé l	15		<u></u>	
Doors									
C Access Control									
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The Device									
Time and Attendance									
:								Reset	Apply

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3. Add **New Access Group**  $\rightarrow$  Assign Door and Timezone.

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Access Control	Access Group	
Access Group ADD ME, New Access Group ADD ME, New Access Group No access Timezone (2) ADD ME, New Time Zone	Basic Information Name ADD ME_I Description	lew Access Group
- Always	Access Control User	
- 😰 No Time ⊖- 📅 Holiday	Doors	Timezone
Christmas Day	ADD ME_NEW DOOR	ADD ME_New Time Zone
New Holiday  Task  New Access Group  Hew Innecone New Holiday  New Holiday  New Holiday  Details  Total : 3 Selected : ADD ME, New Access Group  •	Access Group	
User	[Timezone] ADD ME_New Time Zone ADD ME_New Time Zone	-
Access Control	Always No Time	
Monitoring		
Device		
Time and Attendance		
:		Add Delete Apply

4. Assign Users in the Access Group.

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Access Control	Access Group	
Access Group ADD ME, New Access Group UI Access Vol Access ADD ME, New Cons ACCESS ACCES	Basic Information Name ADD NE, New Access Group Description Access Contro User	
- 🛱 No Time B- 📅 Holiday	User Department	
Christmas Day	TEST 1         Add New User           TEST 3	
Task        Image: Second S	TEST 5         Image: test 1           Image: test 2         Image: test 3           Image: test 4         Image: test 5	
Details Total: 3 Selected : ADD ME_New Access Group		
🔝 User		11
J Doors		
C Access Control	OK Cancel	
Monitoring		
The Device		
Time and Attendance		
:	Add Delete Apply	

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5. Transfer the access group and time information to the device.

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Access Control	Access Group	
Access Group     ADD ME, New Access Group     Full Access     No access     ADD ME, New Time Zone     ADD ME, New Time Zone     Always     Always     New Time     Holday     Christmas Day	Name ADD ME_New Access Group No access Full Access Device Tree Dev	Description none all
New Holiday           Task            Mew Access Group            New Timestone            New Holiday            Transfer to Device            Manage Access Group in Device            Details		
Total : 3 Selected : Access Group	OX Cancel	
Access Control		
Monitoring		
Device		
Time and Attendance		
:		

6. Transfer the modified user to the device from User  $\rightarrow$  Transfer All Users to Device. Select the **Overwrite users with different information** option when you transfer.

## • All users are assigned as "Full Access" as a default. To assign a new access group, you need to remove/delete the user from "Full Access" group.

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User	User			4
User 2 TEST 1 2 TEST 2 2 TEST 3 2 TEST 4 2 TEST 5	Basic Information Understand		Modify Private Information	
	Doors	Timezone	Description	
Task	ADD ME_New Access Group L ADD ME_NEW DOOR Full Access	ADD ME_New Tin		
An Import User     Transfer All Users to Device     Manage Users in Device				
Details				
Total: 5 Selected: TEST 1				
User				
Doors				
Access Control				
Monitoring				
Device				
Time and Attendance				
*			Add Dek	te Apply

User   TEST 1   TEST 3   TEST 3   TEST 4   TEST 5		Iministrator Help							
User       TEST 1         TEST 2       TEST 3         TEST 3       Select a Device         Were TEST 5       Select a Device         Select a Device       Selected Users (5)         Were Result       Selected Users (5) <th>🛭 🕘 Back 🛞 Forward 🌀 Refre</th> <th>esh 🤱 Find User 📄 Pi</th> <th>int 📻</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	🛭 🕘 Back 🛞 Forward 🌀 Refre	esh 🤱 Find User 📄 Pi	int 📻						
Test 1   Test 2   Test 3   Test 4   Test 5     Select a Device     Select blue     Select blue <t< td=""><td>User</td><td>User</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	User	User							
dur Import User     re       Transfer All Users to Device     re       Manage Users in Device     Transfer to device       Details     Transfer to device       Total: S     Selected: TEST S       All users     Caution: Delete selected users in the lat above from the devices.	User TEST 1 TEST 2 TEST 3 TEST 4 TEST 5 TEST 5	Select a Device		Selected Users ( User ID 1 2 3 4	User TEST 1 TEST 2 TEST 3 TEST 4	lepartment	(	Vew Result	
	du Import User Transfer All Users to Device Manage Users in Device Details Total: S Selected: TEST S			Transfer to Delete Us All users	ers Cautor	envrite users with differe	in the list above from the	r devices.	
	Monitoring								
Monitoring									

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