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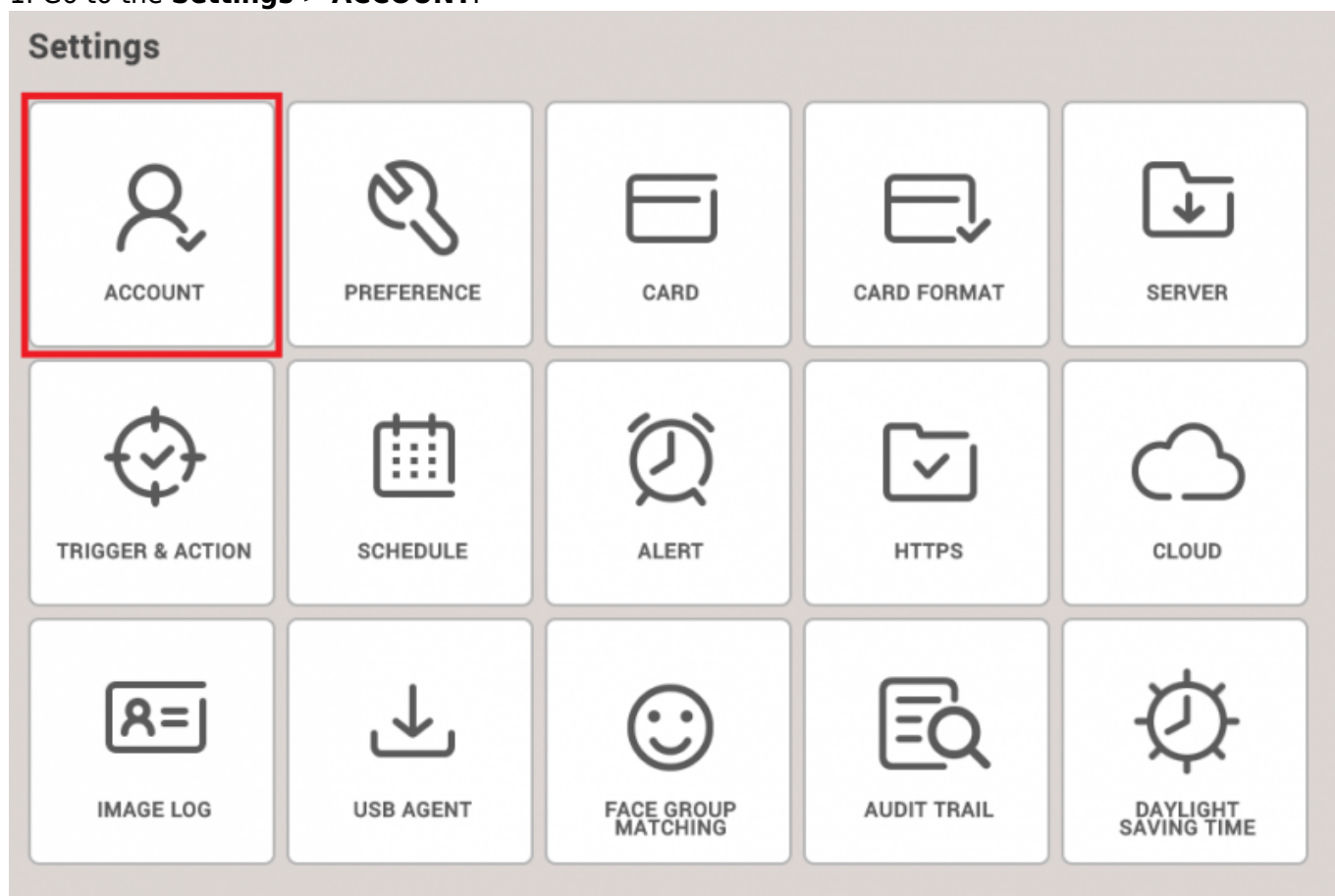
How to Configure a Custom Level

The custom level feature allows you to give specified privileges to administrators in specific menus.

BioStar version 2.6 and above

From BioStar 2.6.3, the Admin Item Setting is changed so that a custom level can be assigned for a specific User Group, Device Group, Door Group, and Access Group. Also Monitoring menu is now allowing the administrator to assign "Read" rights.

1. Go to the **Settings** > **ACCOUNT**.

2. Create new Custom Level. At this point, you can configure the item settings and menu settings.
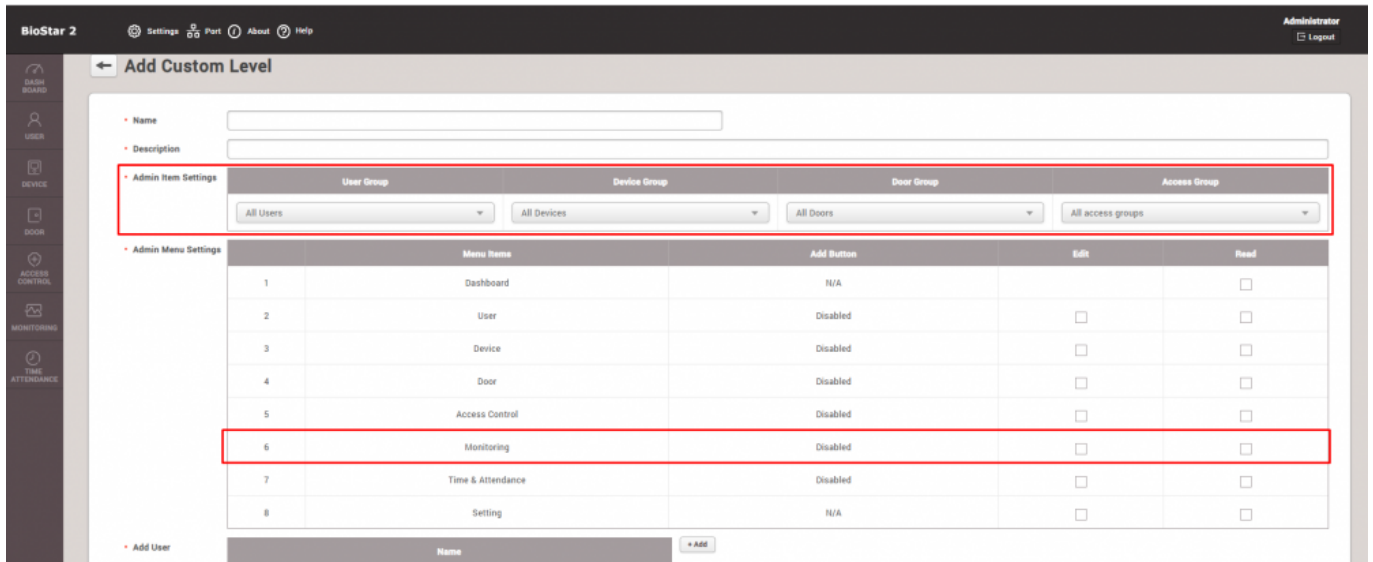
You can also see now that the Monitoring Admin Menu Setting allows "Read" assignment.

Admin Item Settings includes User Group, Device Group, Door Group, and Access Group(including Elevator Group).
Each item can be configured for each group or for all groups.
Admin Menu Settings consists of Dashboard, User, Device, Door, Elevator, Zone, Access Control, Monitoring, Time and Attendance, Setting, and Video categories.
For each menu you can set "Edit" and "Read" privileges.
When checking "Edit" it will automatically check "Read."
Depending on such privilege settings, "Add Button" column value will be changed (N/A, Disabled, or Enabled)

- The expansion of Admin Item Settings to universal setting of the Custom Level will influence the Admin Menu Settings.
- The Account button can now be visible to all users that have administrator privilege as opposed to the previous versions in which only the default administrator(with User ID: 1) had privilege to access this feature.
- Up to BioStar 2.6.2, custom level administrators could not receive alerts but they can now receive alerts in BioStar 2.6.3 and above.

To see an example of this change please refer to How to Configure a Custom Level(Example for 2.6.3)

Up to BioStar 2.6.2, Admin Item Settings were only limited to Monitoring section as in the screenshot below.
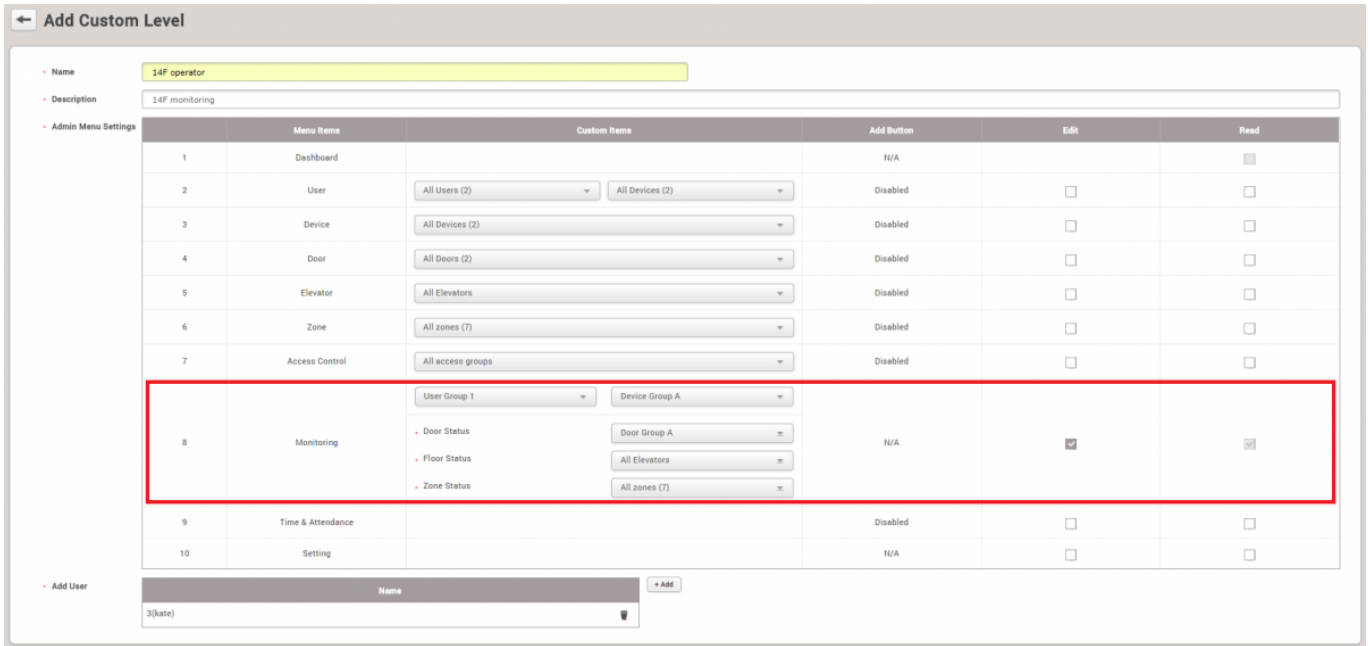
BioStar version 2.4 and above

In BioStar version 2.4, the custom level was further expanded to allow custom levels that controls specific users, devices, doors, and access groups.
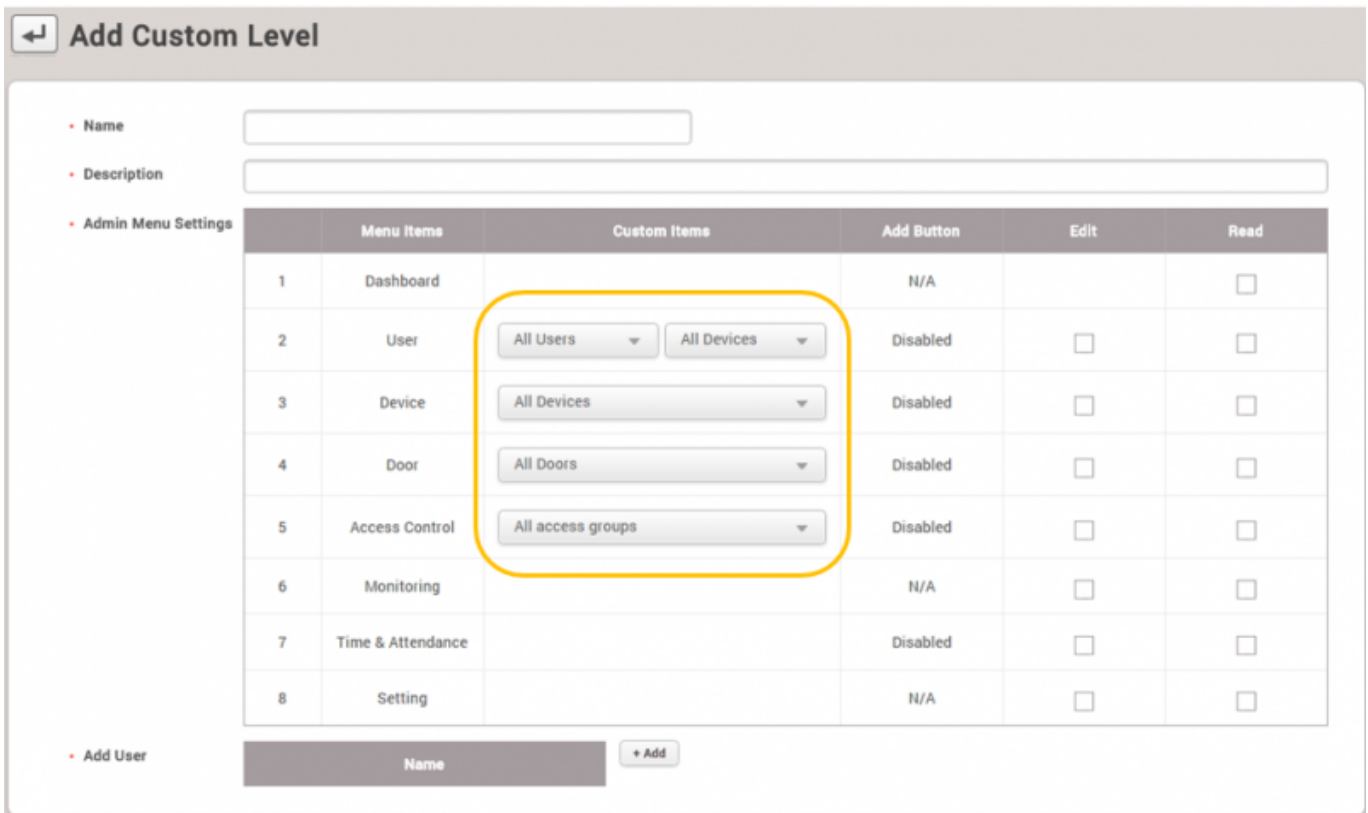
However, be aware that the custom items only apply to its specific menu.
This means that even if you apply a specific user in the **User** menu item and specific devices in the **Device** menu item, the custom operator will see *all* logs of devices and users in the **Monitoring** menu because the settings do not apply other menus.

> **Known Issue**
> You can only add new custom levels with the default administrator (ID 1) account in BioStar 2.4.
> Refer to the following link: Freshdesk Known Issue Forum

BioStar version 2.3

In BioStar 2.3, the feature to create custom administrators was introduced. You can add a custom administrator at **Settings** > **ACCOUNT**.
Below is a sample scenario where we will create a custom administrator that can only edit users and the T&A menu.

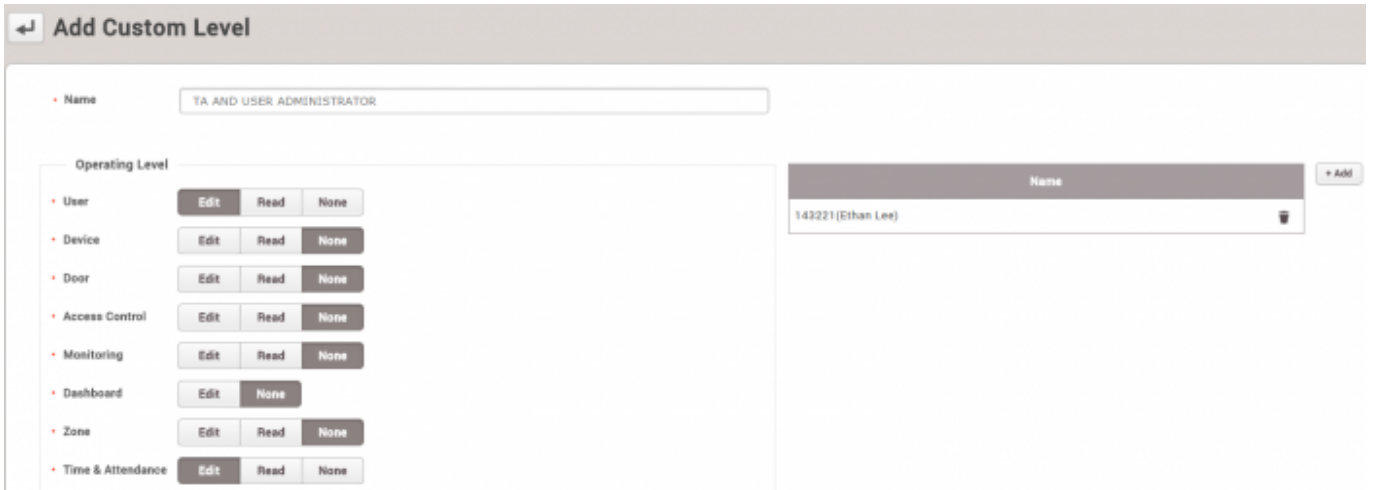1. Click on **Setting** > **ACCOUNT**.
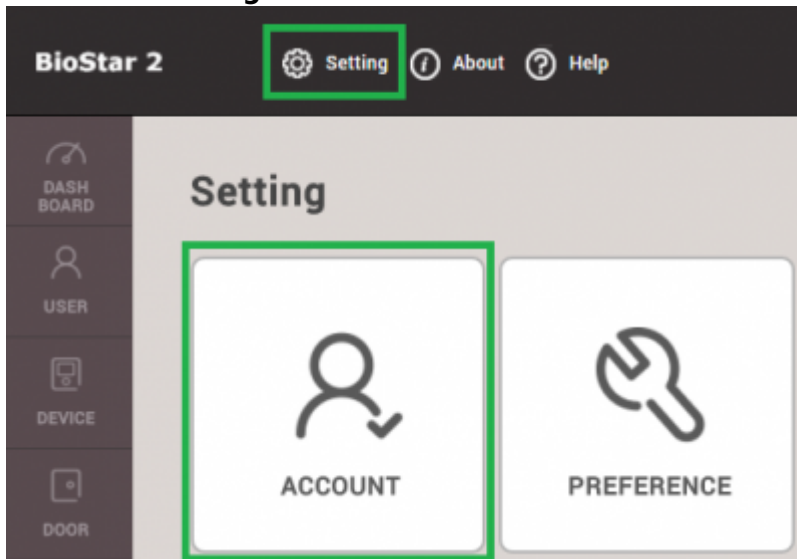
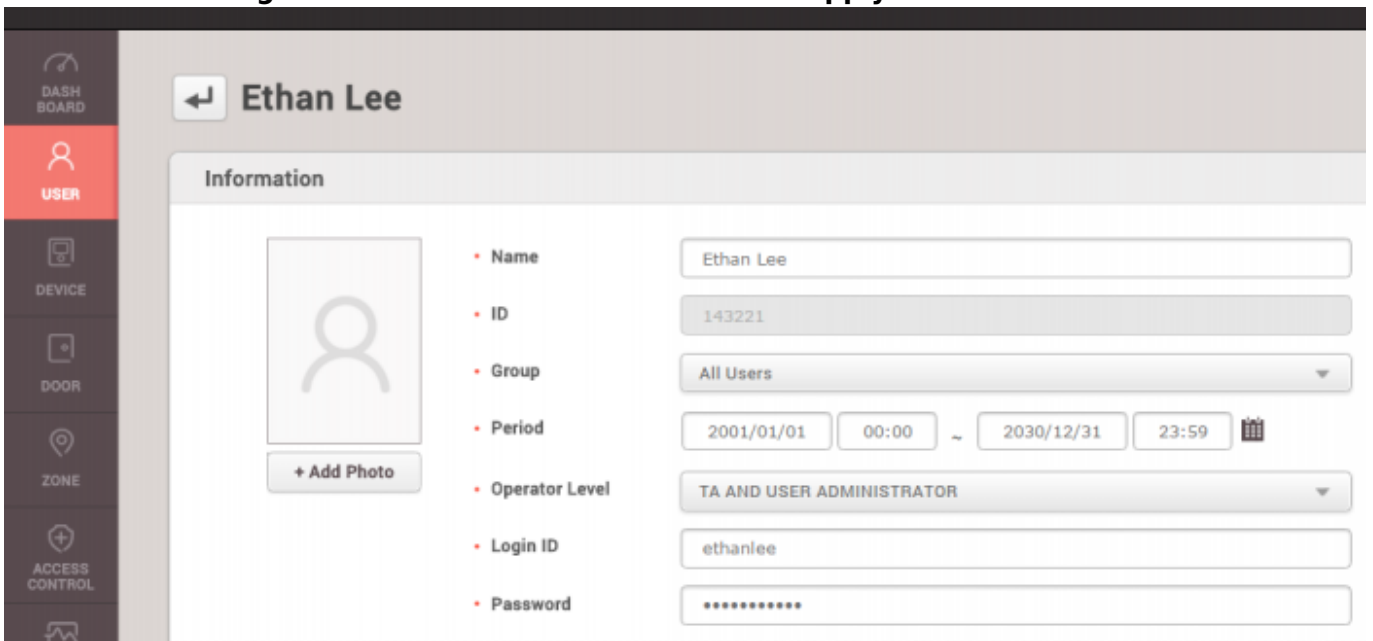2. Click **ADD CUSTOM LEVEL**.
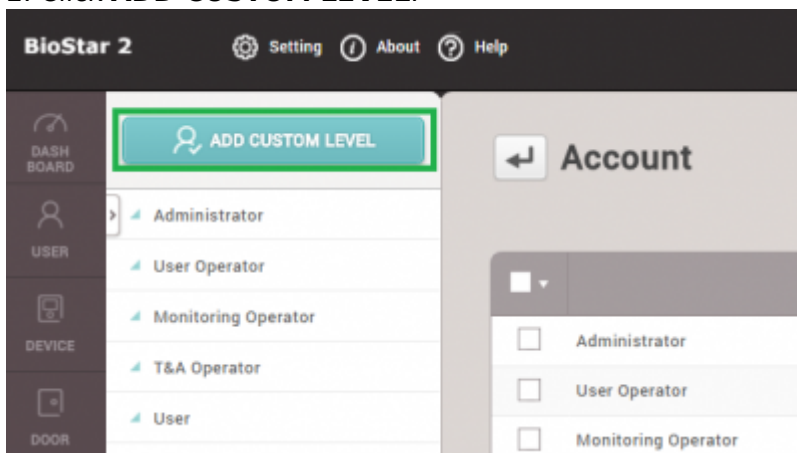
3. Type in a name for the custom level.
4. Click on **Edit** for **User** and **Time & Attendance** for the operating level.
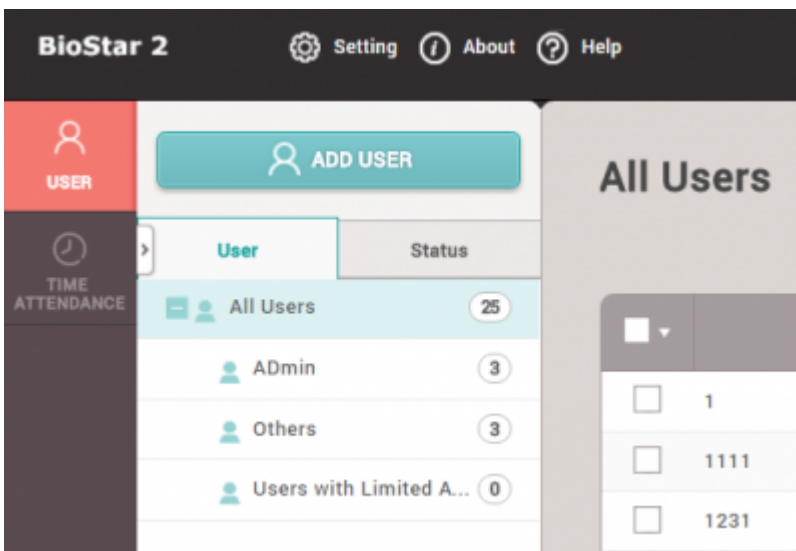5. Select a user to use this custom level by clicking on **+ Add**.

6. Now if you check the user in the **USER** tab, you will see that this user has the custom **Operator Level**. Create a **Login ID** and **Password** for the user. Click **Apply**.

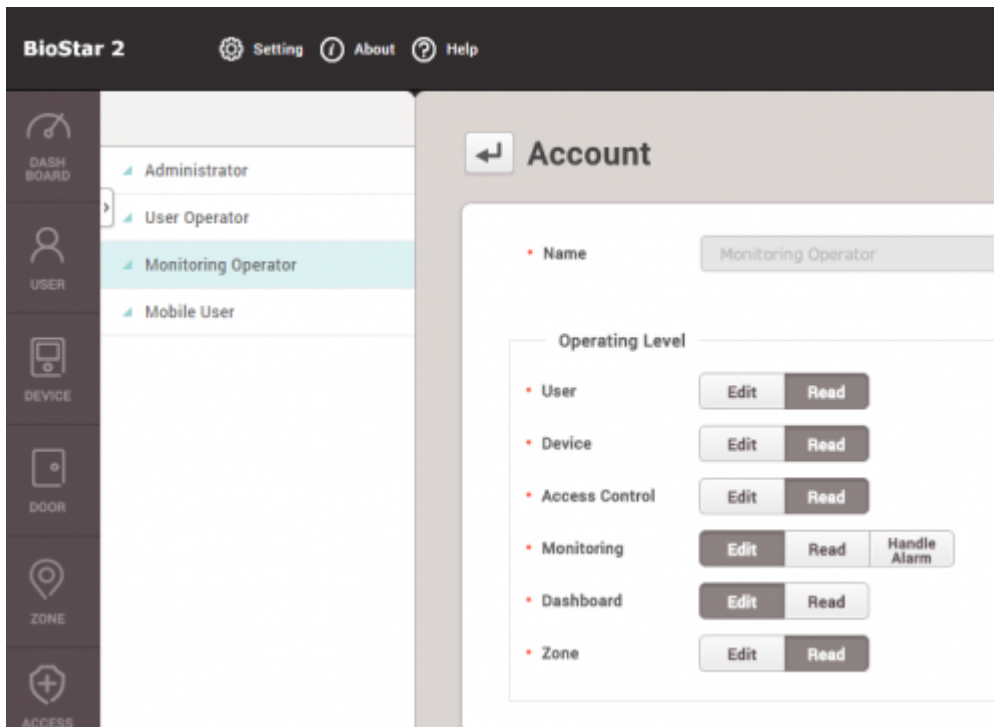7. Log out and log in as your new custom admin user.
8. You will see that this user only has full access and privilege for the **USER** and **TIME & ATTENDANCE** menu.

Before versions before 2.3

Before the release of BioStar 2.3, there were only 4 operator levels for users. There functions were limited to their roles as shown below:

1. Administrator : full privileges over all operations
2. User Operator : only full privileges to edit users
3. Monitoring Operator : only full privileges over the monitoring page
4. Mobile User : only privilege to read all menus.