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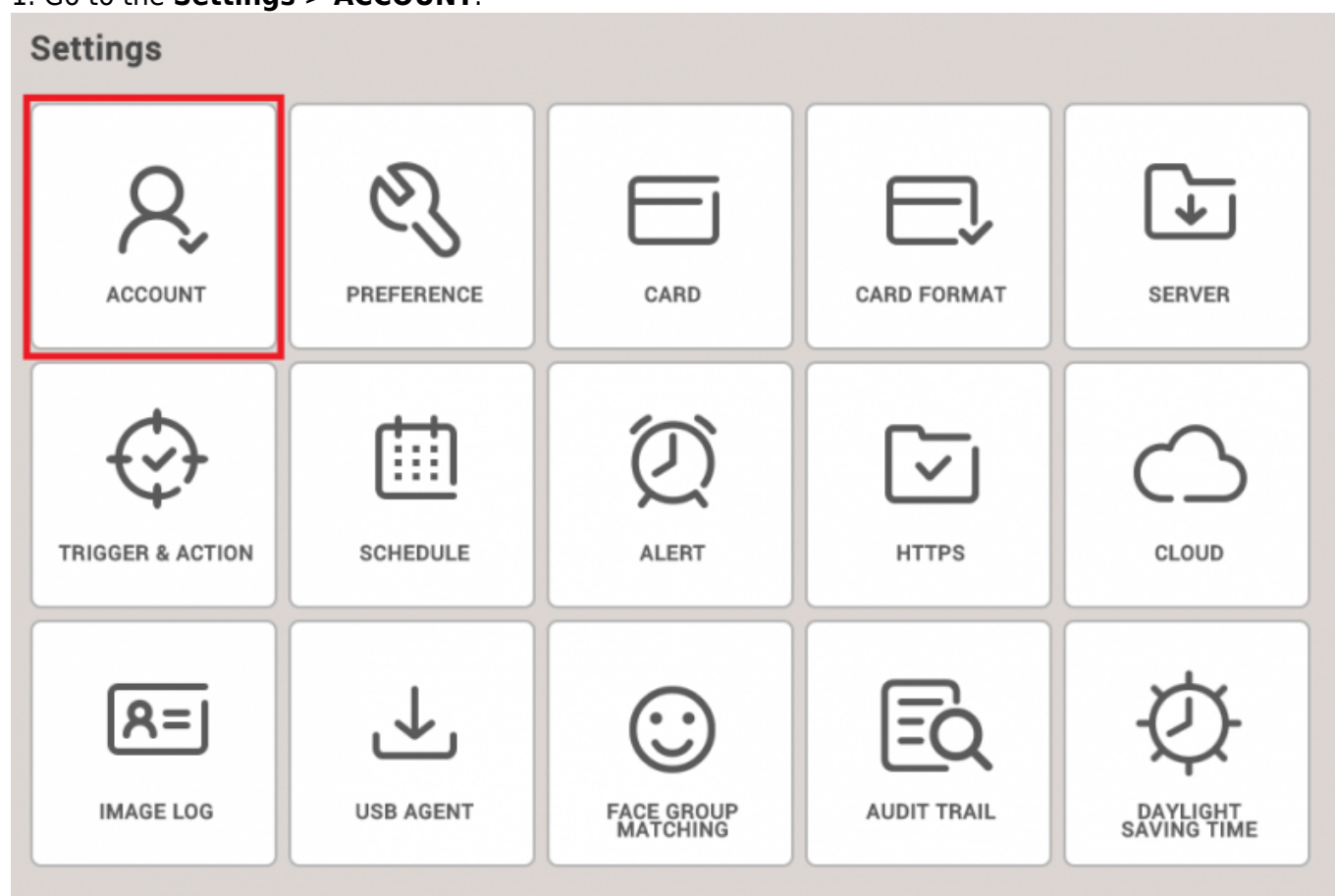
# How to Configure a Custom Level

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.

**Add Custom Level**

Name:

Description:

**Admin Item Settings**

| User Group | Device Group | Door Group | Access Group      |
|------------|--------------|------------|-------------------|
| All Users  | All Devices  | All Doors  | All access groups |

**Admin Menu Settings**

| Menu Item           | Add Button | Edit                     | Read                     |
|---------------------|------------|--------------------------|--------------------------|
| 1 Dashboard         | N/A        |                          | <input type="checkbox"/> |
| 2 User              | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Device            | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Door              | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Access Control    | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Monitoring        | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Time & Attendance | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 Setting           | N/A        | <input type="checkbox"/> | <input type="checkbox"/> |

**Add User**

Name:

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 main administrator had privilege to access this feature)
- If you are upgrading from previous versions to BioStar 2.6.3, you need to perform migration on the Custom Level
- The Administrator will receive alert regarding Custom Level activities

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

**Add Custom Level**

Name: 14F operator

Description: 14F monitoring

Admin Menu Settings

|    | Menu Items        | Custom Items   | Add Button | Edit                                | Read                                |
|----|-------------------|--|------------|-------------------------------------|-------------------------------------|
| 1  | Dashboard         |  | N/A        |                                     | <input type="checkbox"/>            |
| 2  | User              | All Users (2)  | Disabled   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3  | Device            | All Devices (2)  | Disabled   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4  | Door              | All Doors (2)  | Disabled   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5  | Elevator          | All Elevators  | Disabled   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6  | Zone              | All zones (7)  | Disabled   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 7  | Access Control    | All access groups  | Disabled   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 8  | Monitoring        | User Group 1<br>Device Group A<br>Door Status: Door Group A<br>Floor Status: All Elevators<br>Zone Status: All zones (7) | N/A        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9  | Time & Attendance |  | Disabled   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 10 | Setting           |  | N/A        | <input type="checkbox"/>            | <input type="checkbox"/>            |

Add User

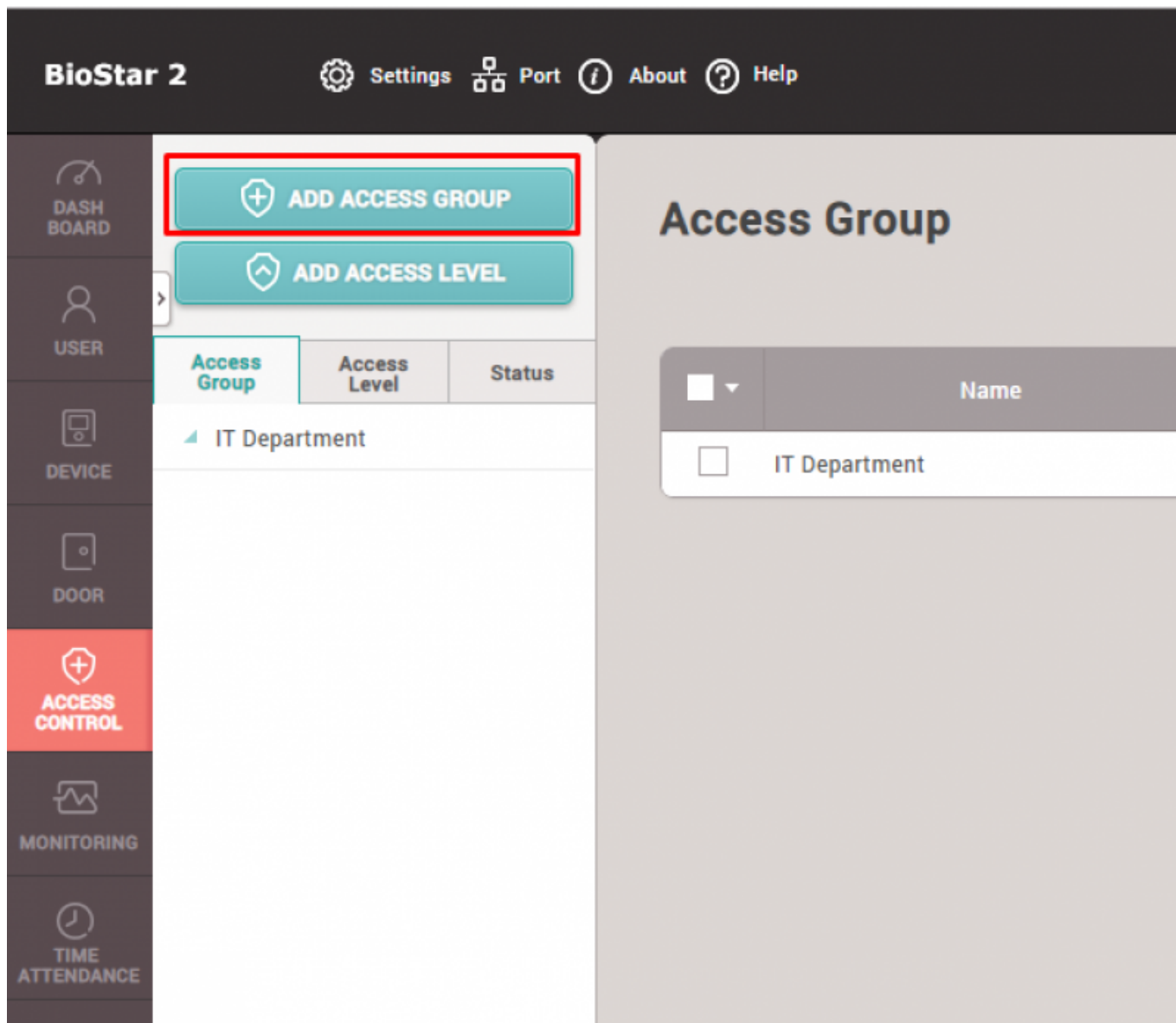
Name: 3(kate)

Below can be an example of how you can realize features that are changed in 2.6.3

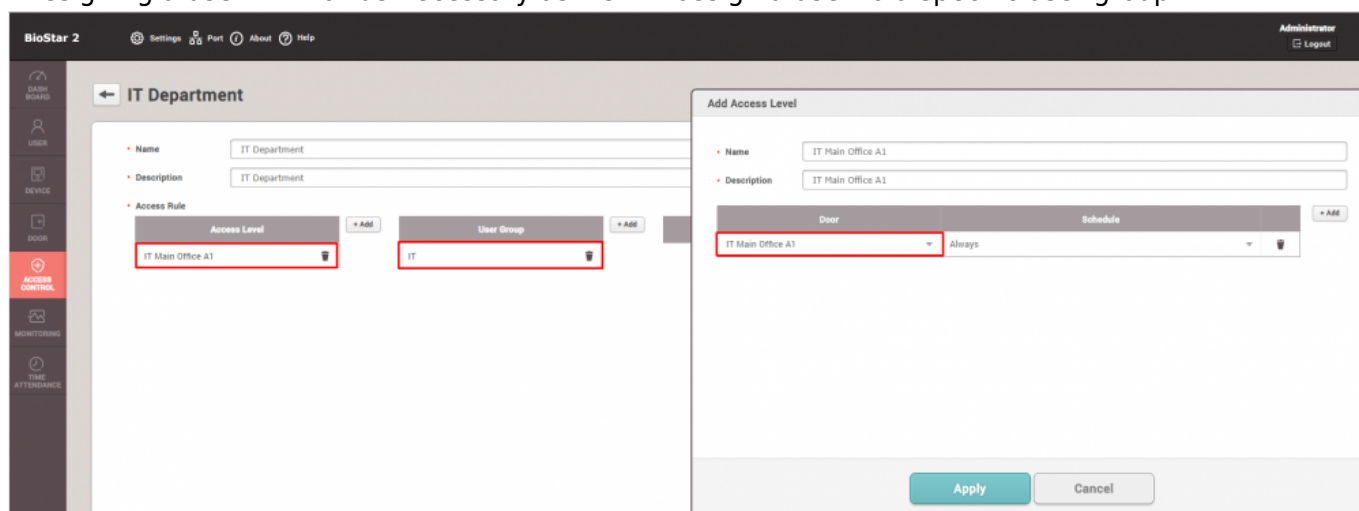
- Employee name: Max
- Employee group(User Group): IT
- Device used when entering from the main entrance(Device Group): BioStation L2
- Working Space(Door Group): IT Main Office A1
- Department(Access Group): IT Department

Admin Item Settings and Admin Menu Settings can be properly configured to reflect the example above.

1. Because Max belong to IT Department, we can setup Access Group and Access Level via Access Control menu.



2. When Creating Access Group, you will be prompted to create Access Level  
 - Assigning a user will not be necessary as we will assign a user to a specific user group.



3. Let's go to Door menu to setup Door Group, right click on All Doors and click "Add Group" to add Door Group - you can see the Door Group created below it, here it is named to IT Main Office A1.

## 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.

**Add Custom Level**

• Name

• Description

• Admin Menu Settings

|   | Menu Items        | Custom Items              | Add Button | Edit                     | Read                     |
|---|-------------------|---------------------------|------------|--------------------------|--------------------------|
| 1 | Dashboard         |                           | N/A        |                          | <input type="checkbox"/> |
| 2 | User              | All Users ▼ All Devices ▼ | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Device            | All Devices ▼             | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Door              | All Doors ▼               | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Access Control    | All access groups ▼       | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Monitoring        |                           | N/A        | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Time & Attendance |                           | Disabled   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Setting           |                           | N/A        | <input type="checkbox"/> | <input type="checkbox"/> |

• Add User

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.

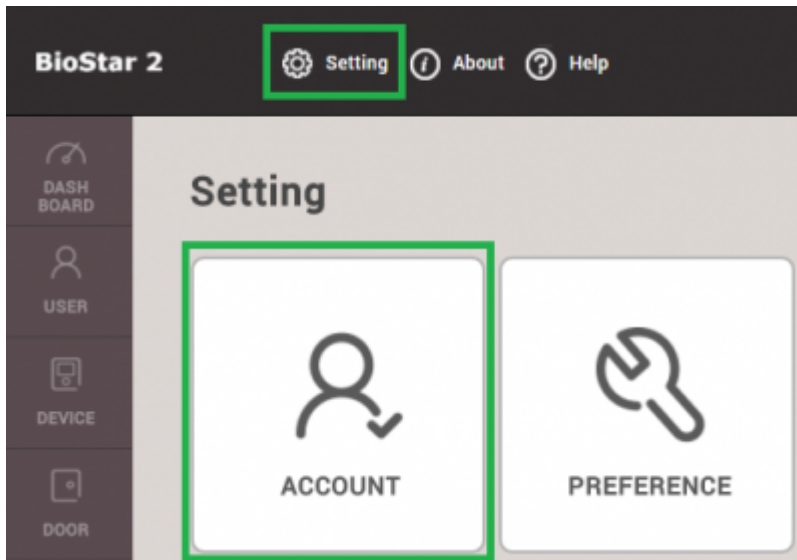
Refer to the following link: [Freshdesk Known Issue Forum](#)

## BioStar version 2.3

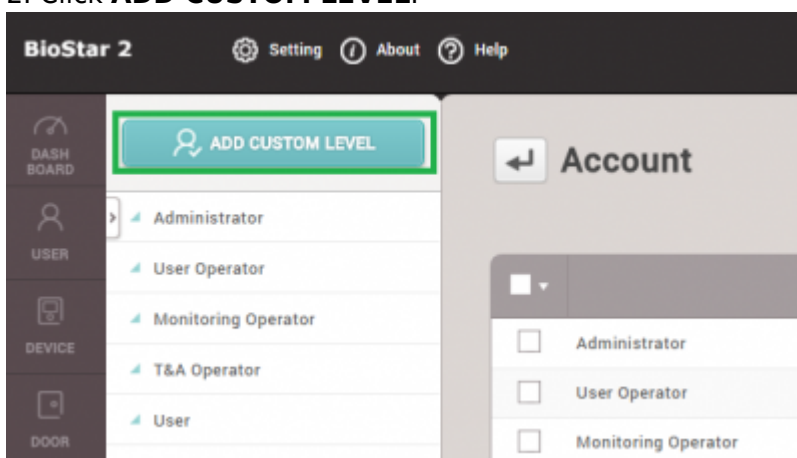
In BioStar 2.3, the feature to create custom administrators was introduced. You can add a custom administrator at **Settings > ACCOUNT**.

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**.



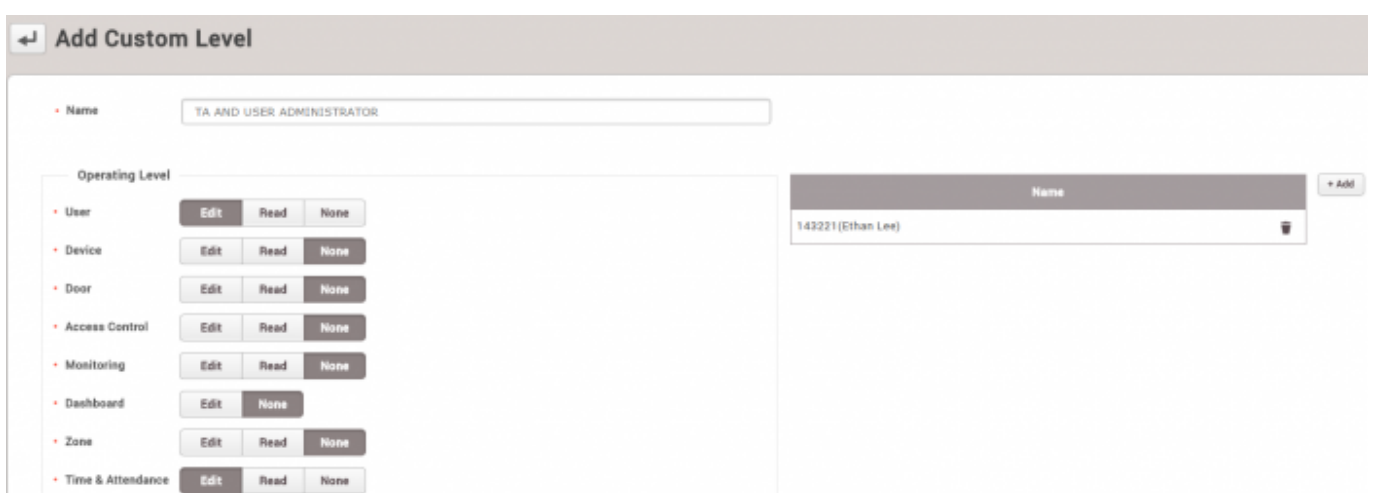
2. Click **ADD CUSTOM LEVEL**.



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**.

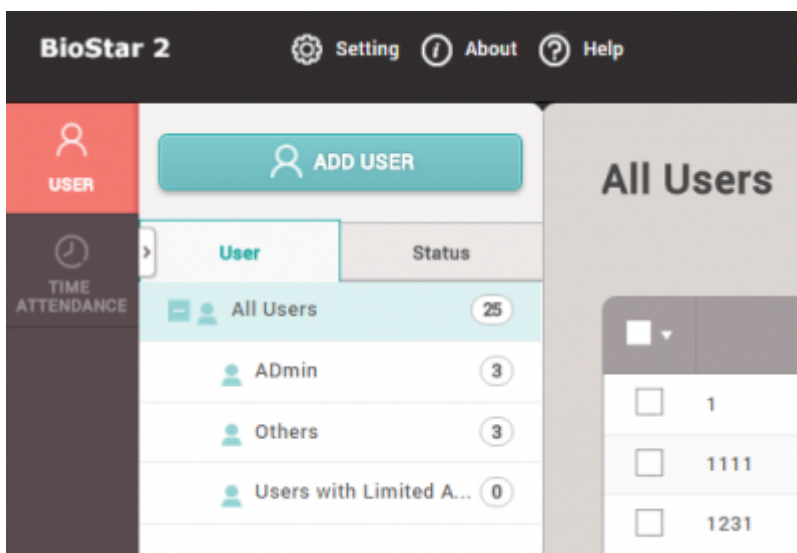
The screenshot shows the 'Ethan Lee' user configuration page in BioStar 2. The left sidebar contains navigation options: DASH BOARD, USER (selected), DEVICE, DOOR, ZONE, ACCESS CONTROL, and a camera icon. The main content area is titled 'Information' and contains the following fields:

- Name:** Ethan Lee
- ID:** 143221
- Group:** All Users (dropdown menu)
- Period:** 2001/01/01 00:00 ~ 2030/12/31 23:59 (calendar icon)
- Operator Level:** TA AND USER ADMINISTRATOR (dropdown menu)
- Login ID:** ethanlee
- Password:** (masked with dots)

There is a placeholder for a user photo with a '+ Add Photo' button.

7. Log out and log in as your new custom admin user.

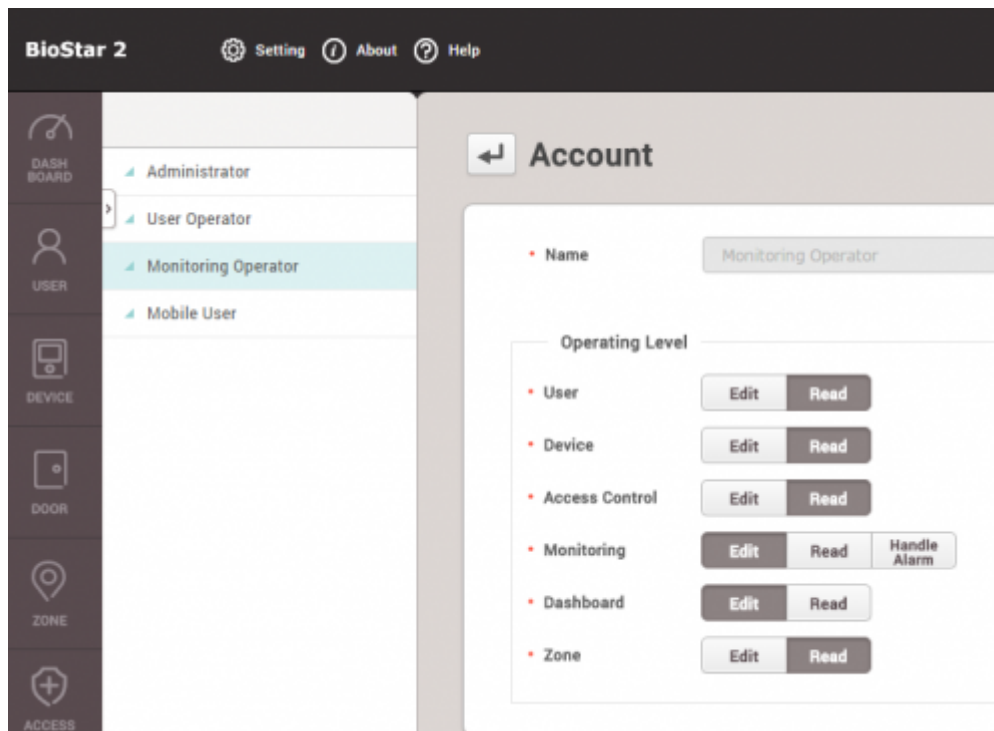
8. You will see that this user only has full access and privilege for the **USER** and **TIME & ATTENDANCE** menu.



## Before versions before 2.3

Before the release of BioStar 2.3, there were only 4 operator levels for users. Their 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.



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<http://kb.supremainc.com/knowledge/> -

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