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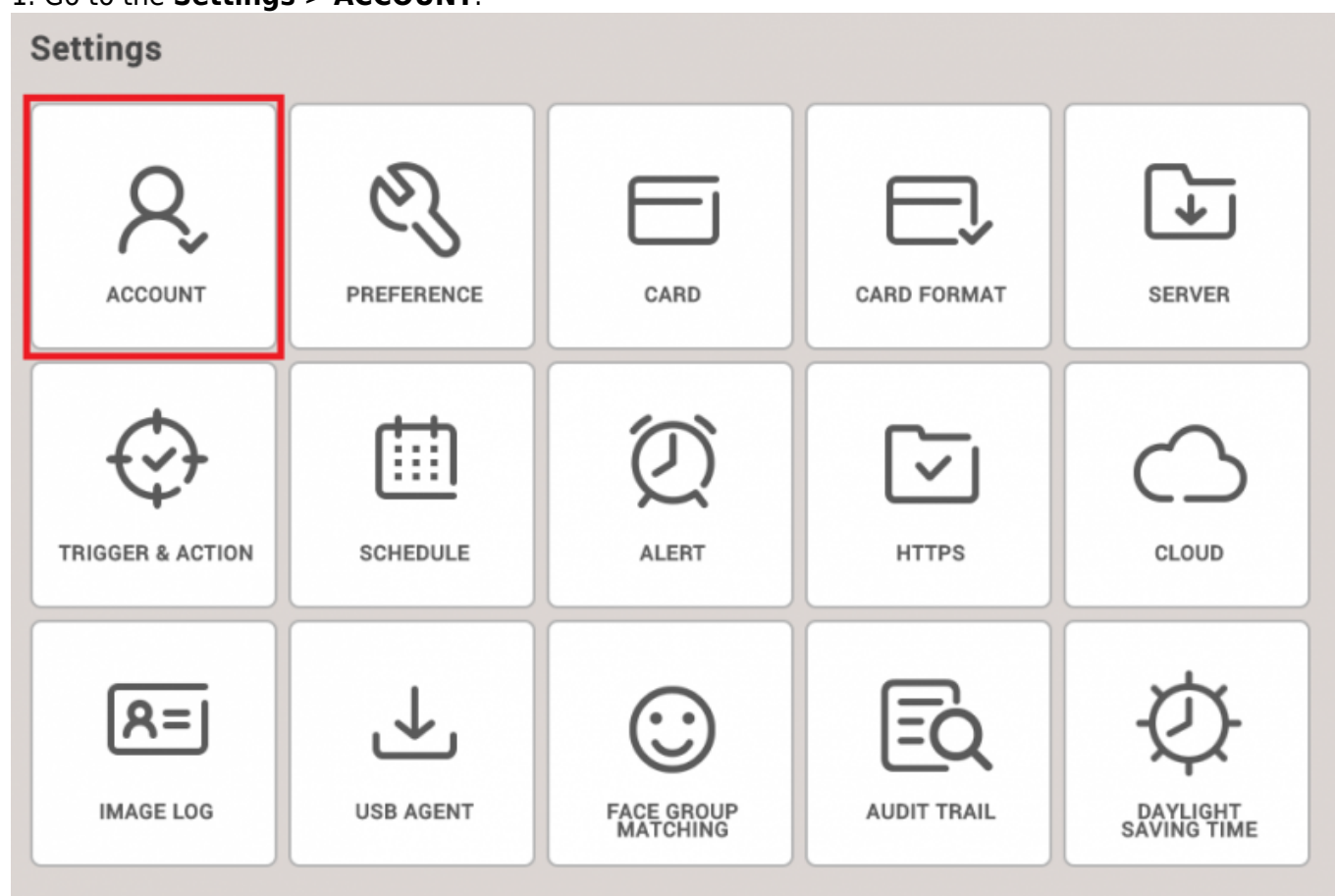
How to Configure a Custom Level

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, Device Group A, Door Status (Door Group A), Floor Status (All Elevators), 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

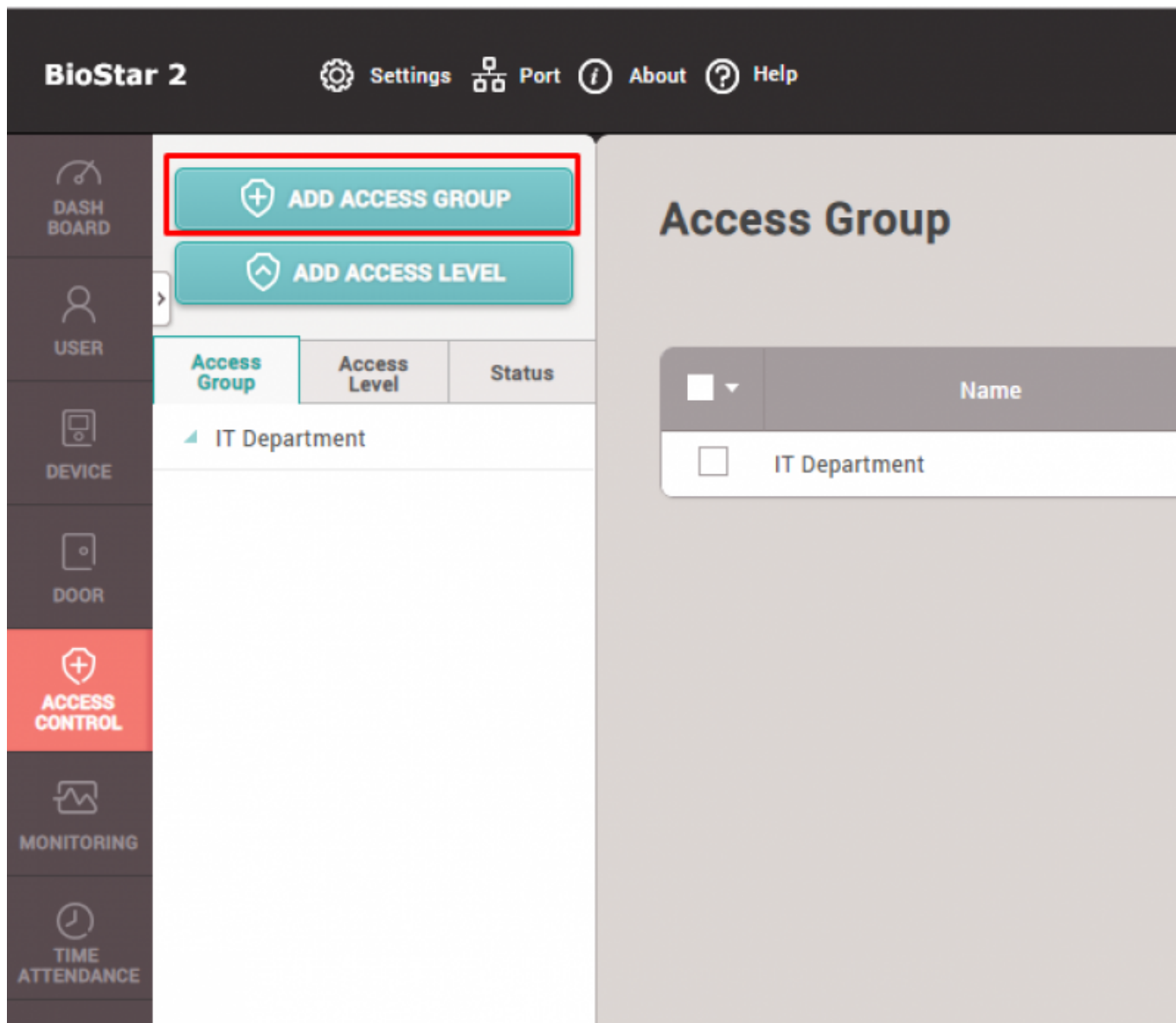
Name: 3(kate)

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

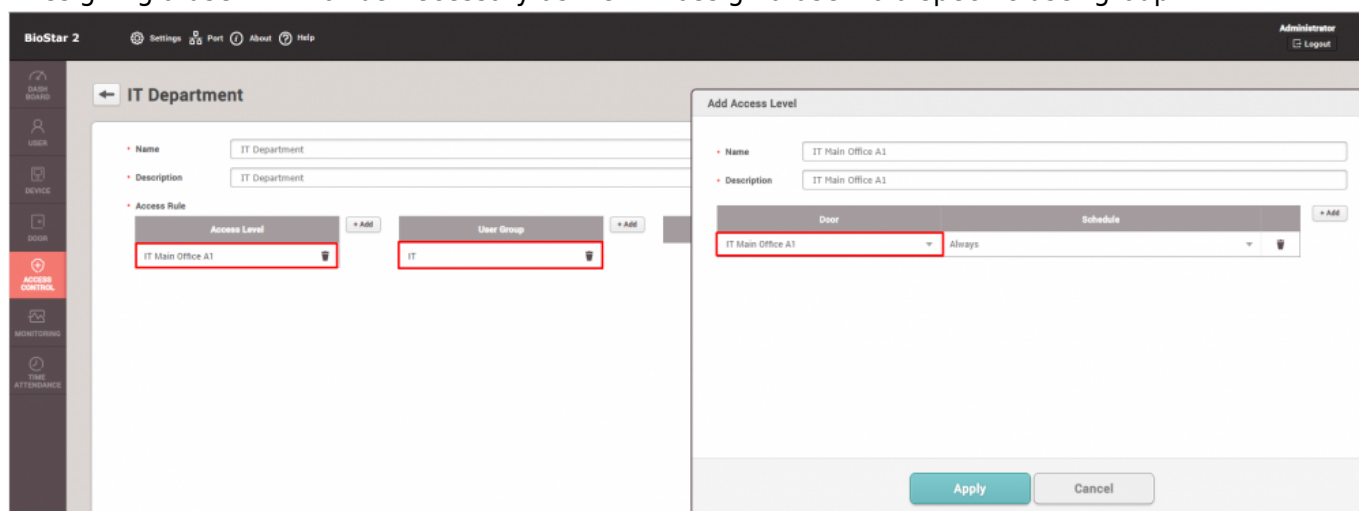
Admin Item Settings and Admin Menu Settings can be properly configured to reflect the example above.

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



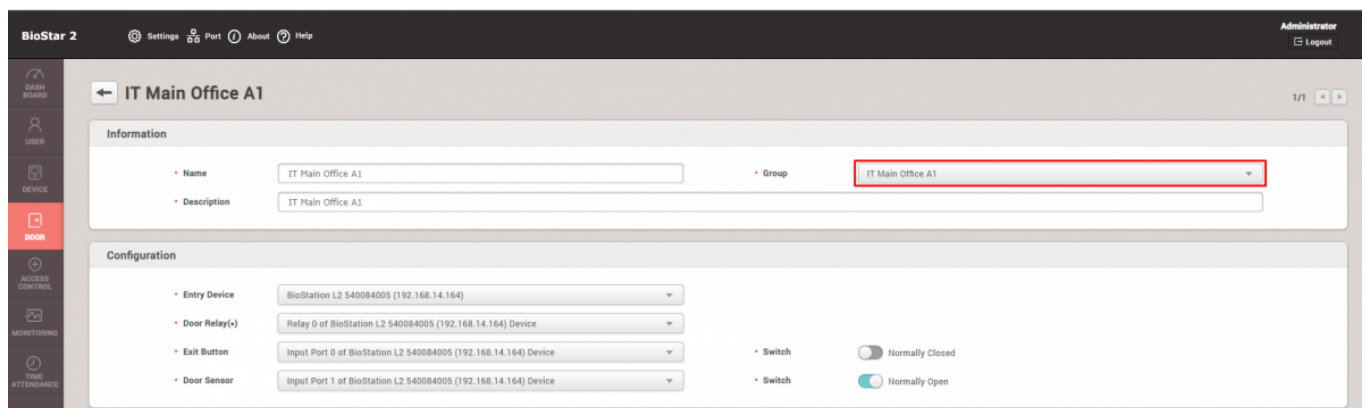
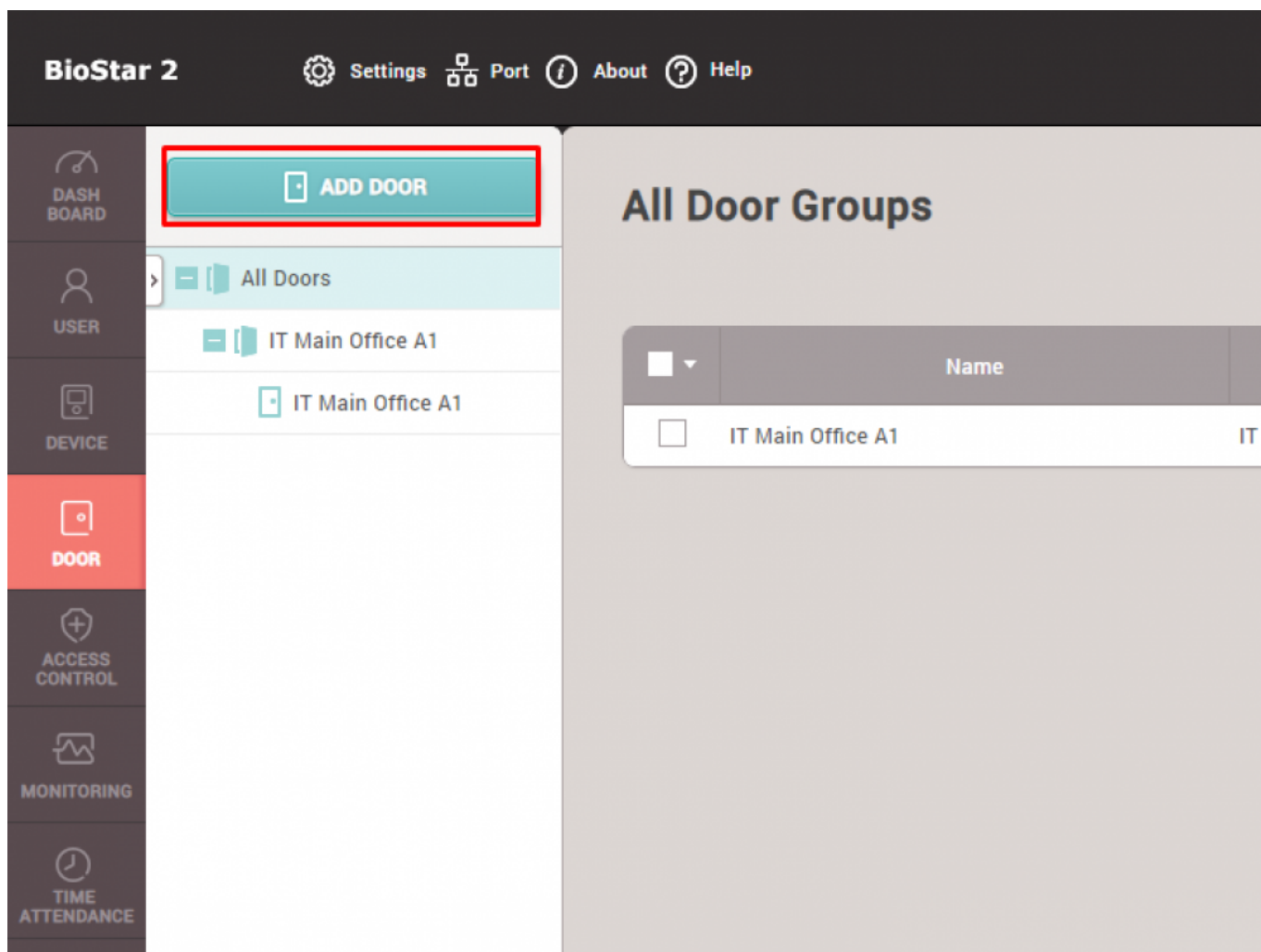
2. When Creating Access Group, you will be prompted to create Access Level

- Assigning a user will not be necessary as we will assign a user to a specific user group.



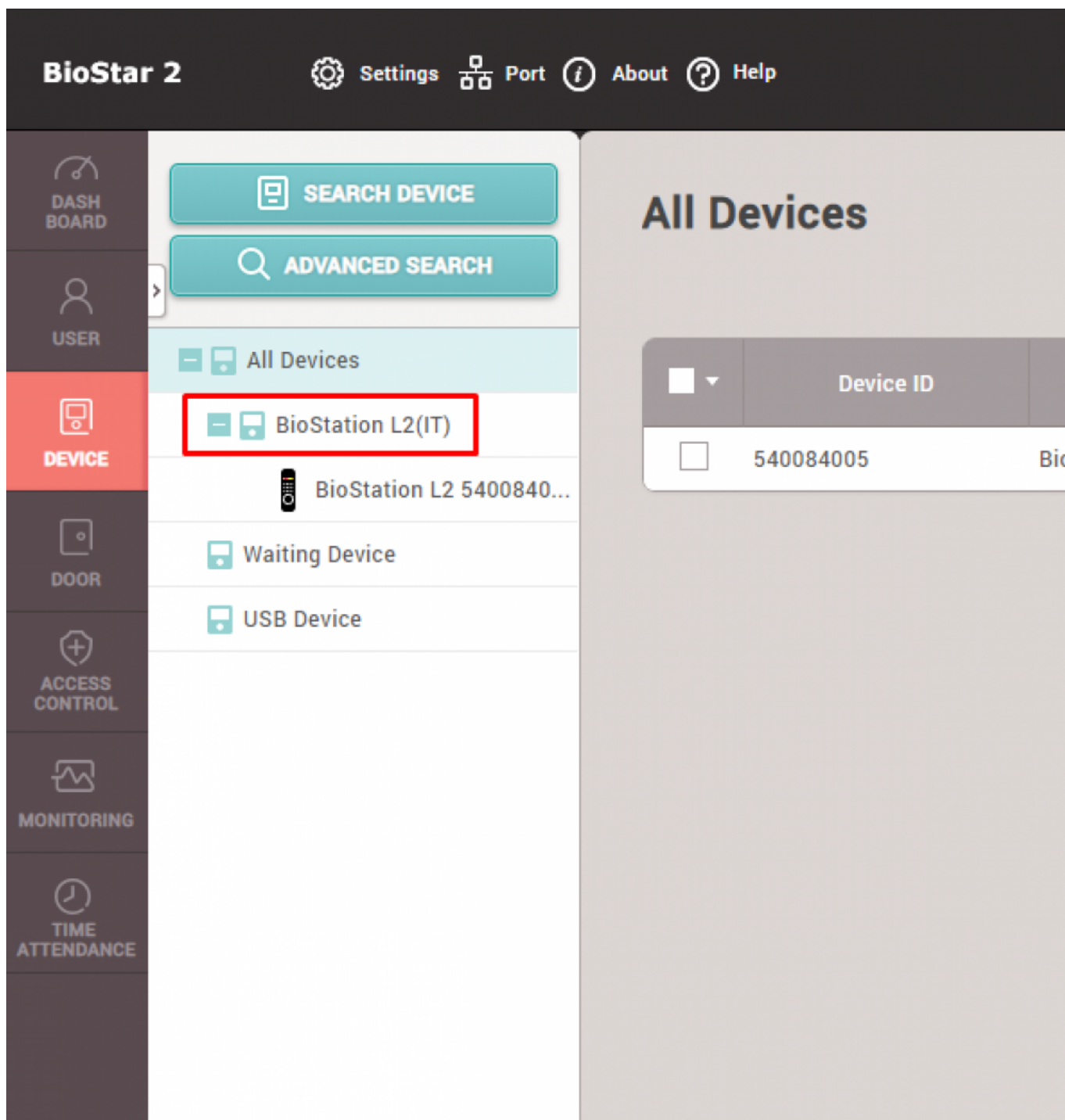
3. Let's go to Door menu to setup Door Group, right click on All Doors and click "Add Group" to add Door Group

- You can see the Door Group created below it, here it is named to IT Main Office A1.

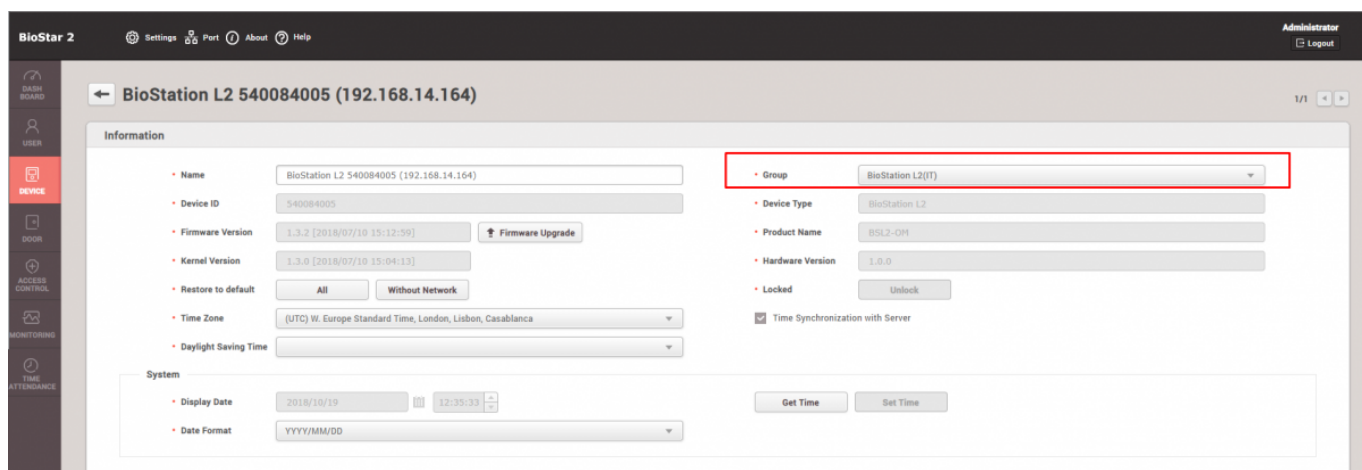


4. Now move on to Device Tab and just as we've done it, right click on All Devices to click "Add Device Group"

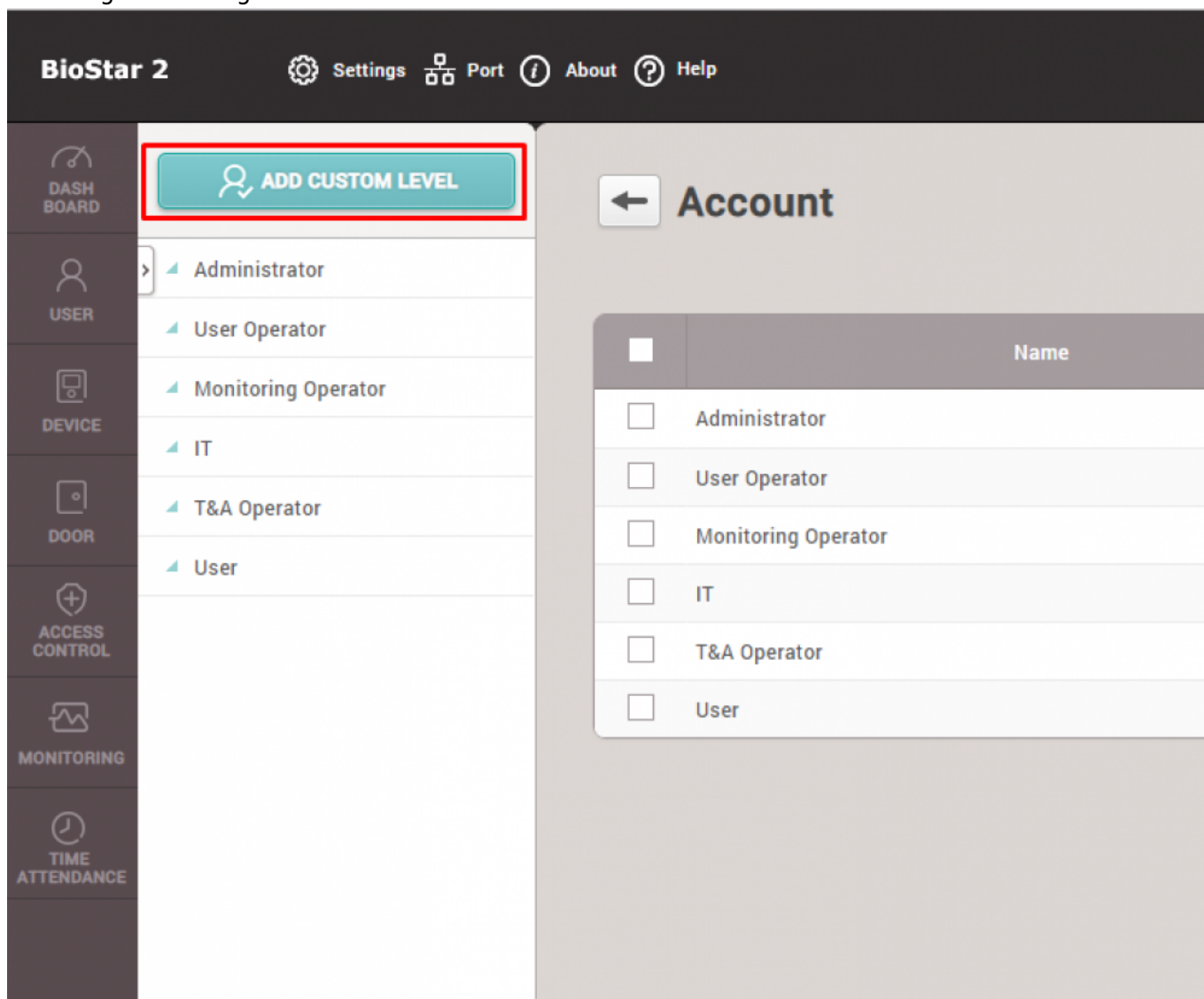
- You can see the Device Group created below it, here it is named to BioStation L2(IT)



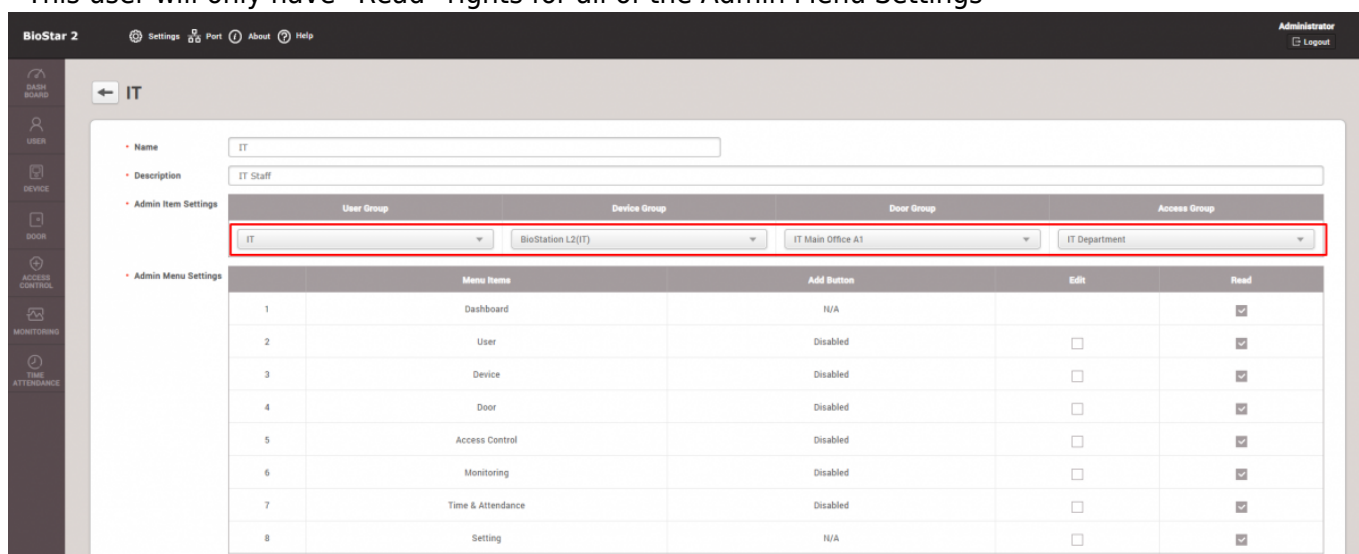
5. Click the device, and then assign its group.



6. Let's go to Settings → Account → Add Custom Level

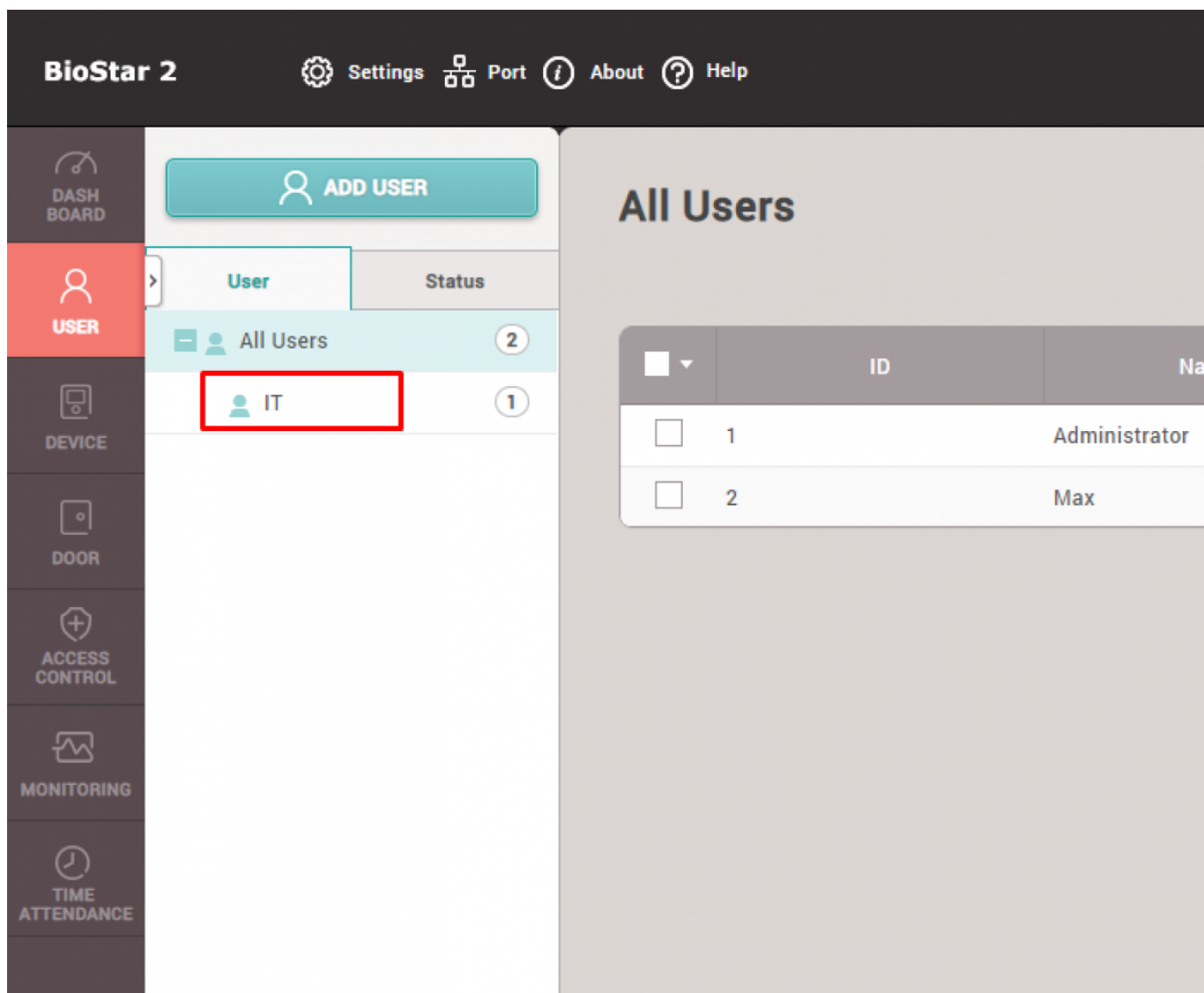


7. Here it will be named IT, and we will set all of the Admin Item Settings that we created previously
- We will create User Group in the next step, and then you can come back to this menu to assign the created User Group.
 - This user will only have “Read” rights for all of the Admin Menu Settings



8. Finally, let's create a user by going to User menu

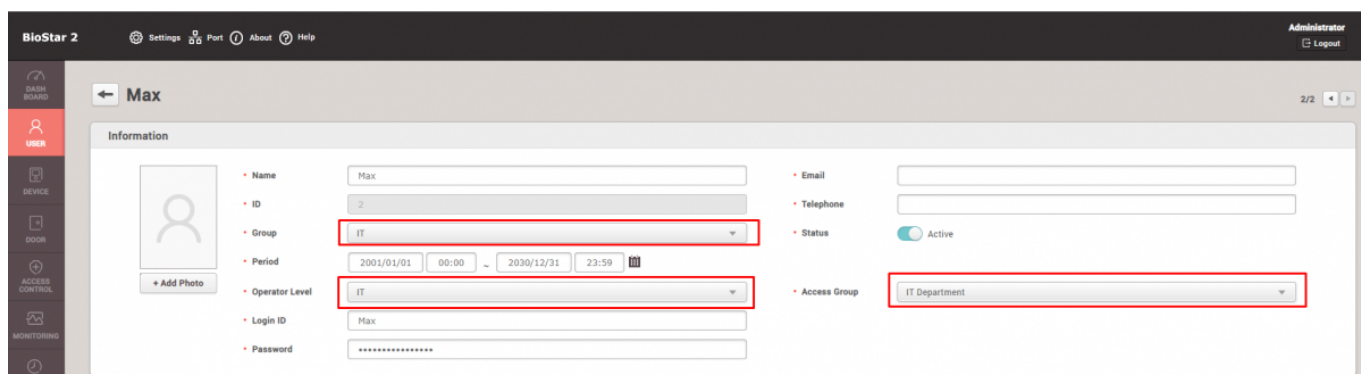
- Likewise, right click on All Users and click "Add User Group", here it is named "IT"



9. Add a new user and set appropriate Group(User Group), Operator Level, and Access Group that we just created.

- set the Login ID and Password that you can remember well - at this point you can go back to step 7 and assign the created custom level to the user group that this user has set

→ this will automatically set the user Max to be accounted for the custom level



10. Now when you login as Max

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.

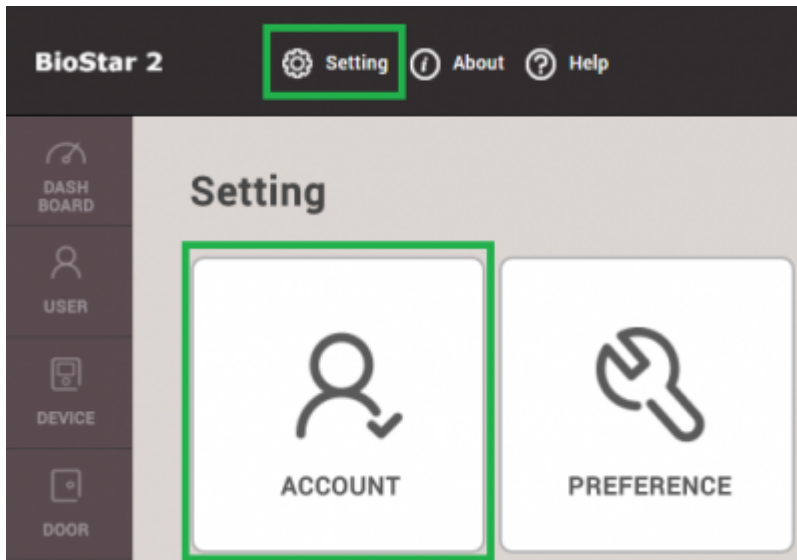
Refer to the following link: [Freshdesk Known Issue Forum](#)

BioStar version 2.3

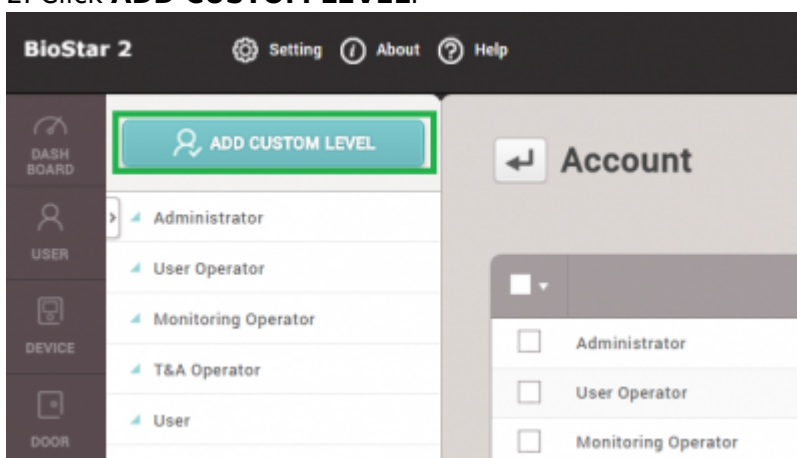
In BioStar 2.3, the feature to create custom administrators was introduced. You can add a custom administrator at **Settings > ACCOUNT**.

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**.



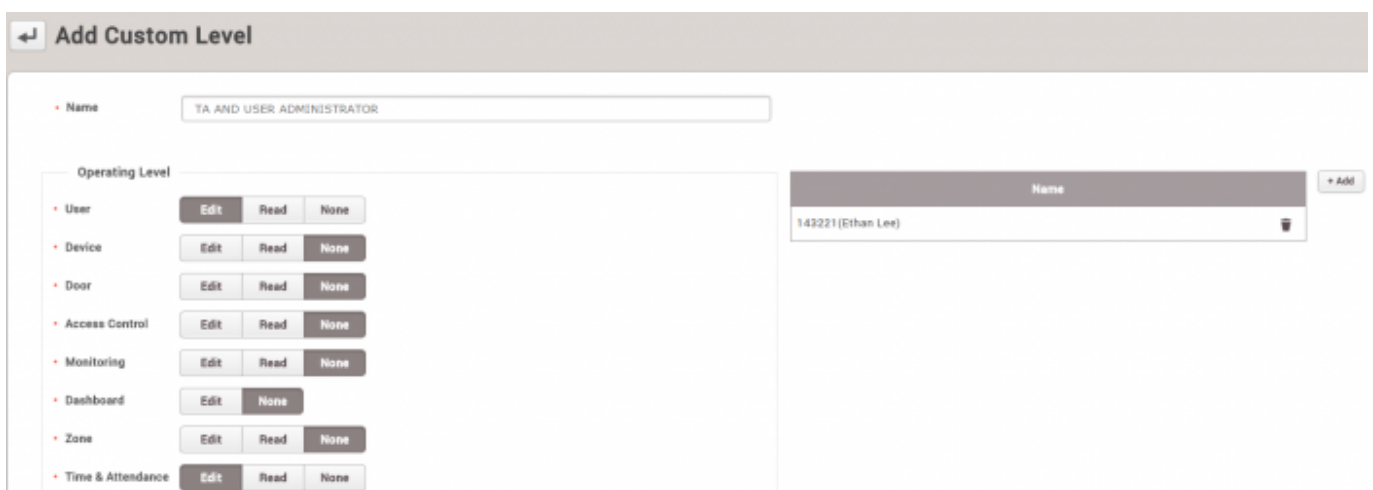
2. Click **ADD CUSTOM LEVEL**.



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**.



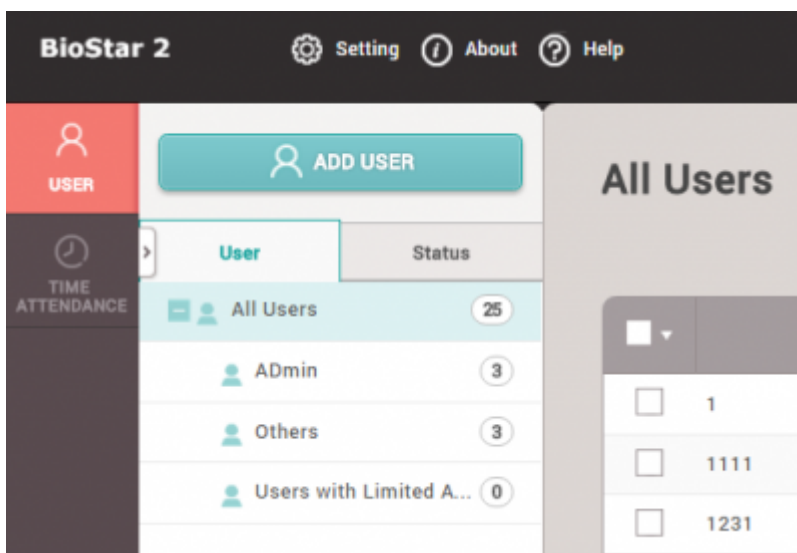
6. Now if you check the user in the **USER** tab, you will see that this user has the custom **Operator Level**. Create a **Login ID** and **Password** for the user. Click **Apply**.

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 a user profile card with a placeholder photo and a '+ Add Photo' button. To the right of the card is a list of user details:

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

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

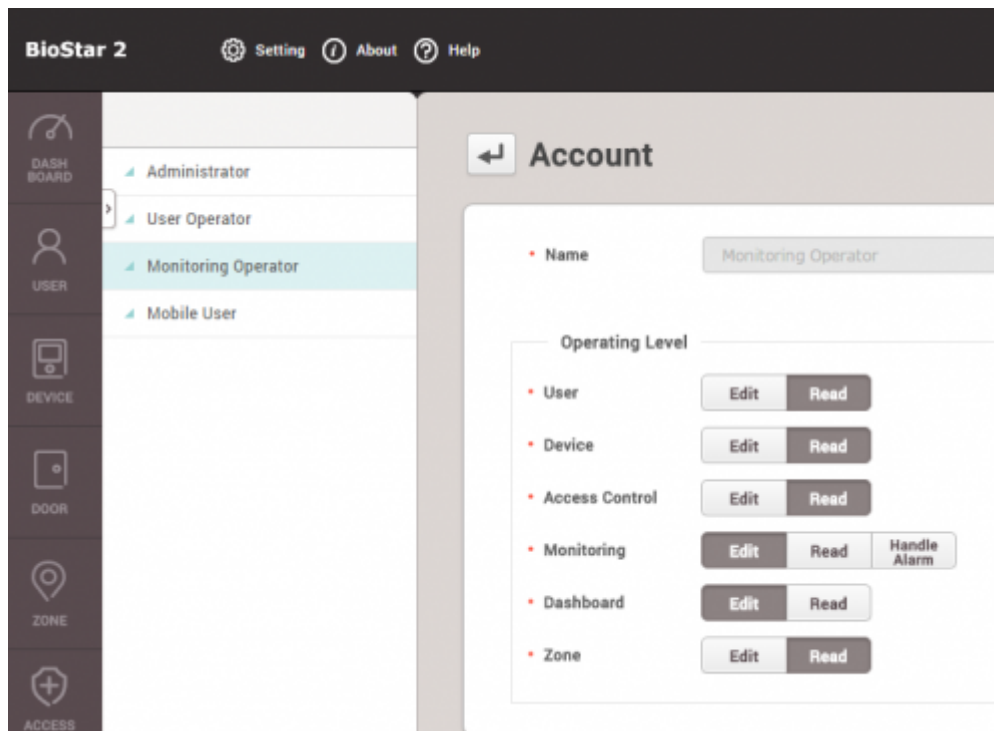
8. You will see that this user only has full access and privilege for the **USER** and **TIME & ATTENDANCE** menu.



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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