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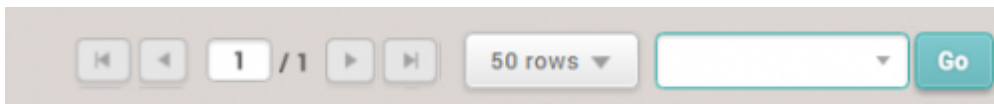
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[System Configuration](#), [BioStar 2](#), [Custom User Field](#), [User](#)

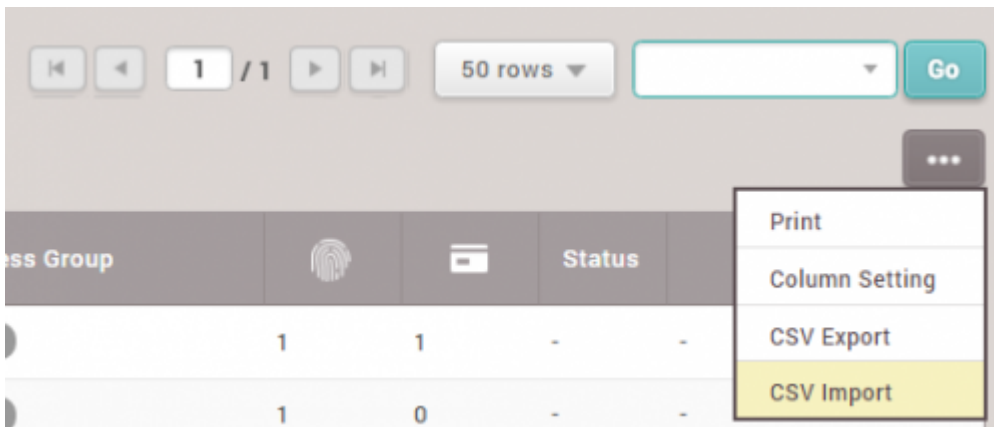
How to Create Custom User Fields

Custom user fields can be used when you need additional fields for user information other than the basic user information provided.

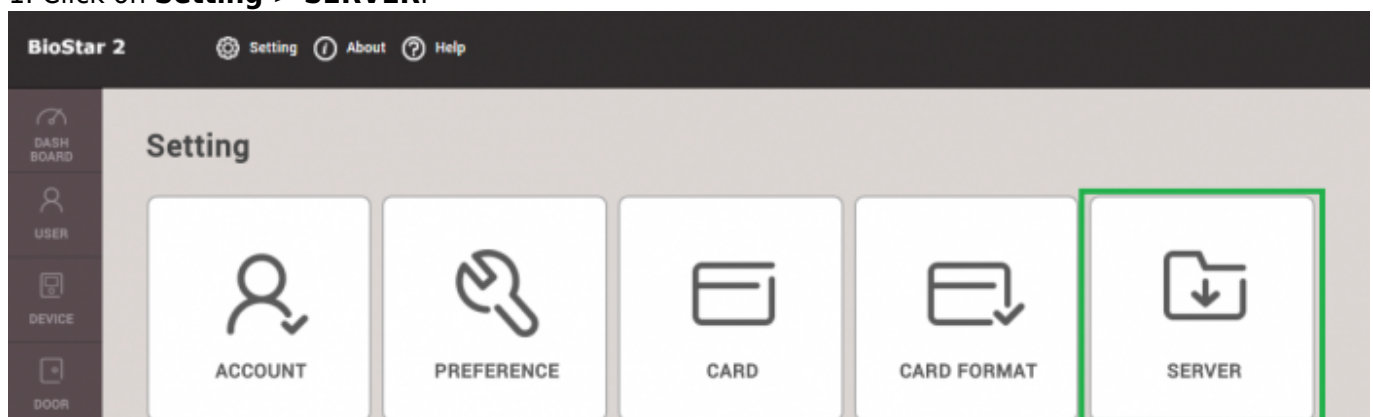
- This feature is available in BioStar 2 versions 2.2.1 and above.
- You *cannot* search users via custom user field values on the search bar.



- You *can* import users with custom fields with a .csv file.



1. Click on **Setting > SERVER**.



2. In the **User/Device Management** tab, click + **Add** on the **Custom User Field**.

User/Device Management

- Automatic User Synchronization: All Devices
- Fingerprint Template Format: Suprema
- Enrollment Device:

Device ID	Device Name	Device Group	IP Address
Not found			
- Mobile Card Enrollment: Inactive
- User ID Type: Alphanumeric
- Custom User Field:

Order	Name	Type	Data
Not found			
- Delete personal & credential data when issuing an AoC: Active
- AC event log storage duration: Inactive 60 day(s)

There are 3 types of custom user fields you can create:

- **Text Input Box** : This field allows up to 32 characters.
- **Number Input Box** : This field allows up to 10 digits.
- **Combo Box** : You can create up to 20 options for this dropdown box. Separate the combo box items with a semicolon(;).

Custom User Field

Order	Name	Type	Data
1	Custom Number	Number Input ...	
2	Custom Text	Text Input Box	
3	Custom Combo	Combo Box	option1;option2;option3;option4;option5;option6;option7;option8;option9;option10;option11;opti...

3. When you're done adding the custom fields, click **Apply** on the bottom of the page.

4. If you go back to the **USER** menu, you will see the additional fields in all existing users and also when you add a new user.

Custom User Field

Order	Name	Type	Data
1	Custom Number	Number Input ...	
2	Custom Text	Text Input Box	
3	Custom Combo	Combo Box	option1;option2;option3;option4;option5;option6;option7;option8;option9;option10;option11;opti...

[how_to_create_custom_user_fields.mp4](#)

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