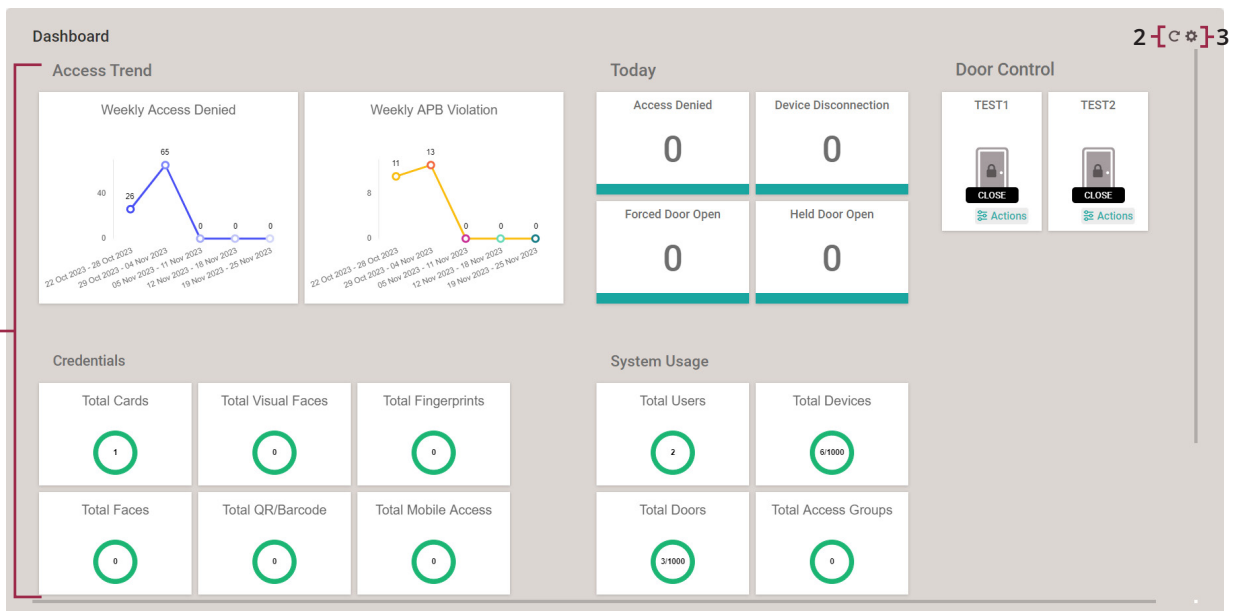# How to Use the New Dashboard

The newly added dashboard can be customized as desired by selecting the desired information for each user, adding widgets, and freely arranging the widgets.

> ⓘ
> - For each user, the **New Dashboard** can be configured for them personally.
> - Information available on the **New Dashboard** may vary depending on **Operator Level**.

New Dashboard Main Screen

▶ The image above is an example screen and may differ from the actual screen.

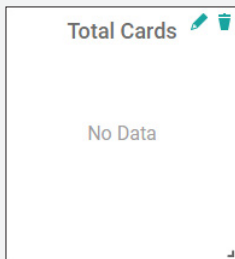| No.	Item	Description
1	**Widget Area**	The area where user-added widgets are displayed. • The size of each widget can be freely adjusted within the size limits for each widget. • Widgets can only be placed in empty areas, and they cannot overlap each other.
2	**Refresh**	Refresh the new dashboard page to update the data in the modified widget. • Set the refresh cycle in **Auto Refresh Interval** in **Dashboard Settings**.
3	**Dashboard Settings**	Add new widgets or set the data and appearance of the added widgets.

Adding Widgets

1 Click [Launch New Dashboard ⧉] on the main screen of BioStar 2.

2 Click **Add Widget**.

- If widgets have already been added, click ⚙ to enter **Dashboard Settings**, and then click **Add Widget**.

3 Select the desired **Widget Types**, then enter or set the required fields, depending on the widget.
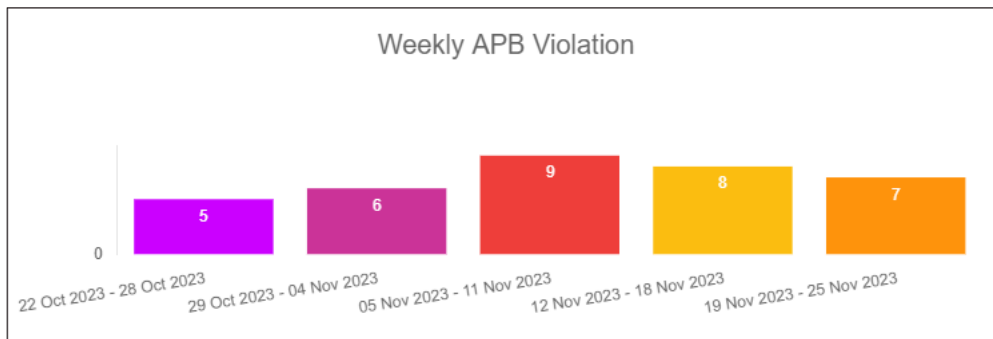
Widget Types

> - The default widget size is set differently for each widget and is optimized to look best at the default.
> - All widgets can be resized by dragging the lower-right corner.
>
> Total Cards ✏ 🗑
>
> No Data

Chart

▶ The image above is an example screen and may differ from the actual screen.

Selecting desired chart data enables the display of the number of events that occurred in a chart.

- **Chart Data**: From the daily or weekly event list, select the desired chart data.
  - **Daily Access Granted**, **Daily Access Denied**, **Daily Communication Issue**, **Daily APB Violation**, **Weekly Access Granted**, **Weekly Access Denied**, **Weekly Communication Issue**, **Weekly APB Violation**
- **Chart Type**: Select the desired type among **Vertical Bar**, **Horizontal Bar**, **Line**, and **Pie**.
- **Color Schemes**: Select the desired color among 5 color schemes.

> The charts shown when selecting **Color Schemes** are random values for preview, not actual values.

Counter

> ► The image above is an example screen and may differ from the actual screen.

Selecting desired counter data enables the display of the number of events that occurred as a number.

- **Counter Data**: From the daily or weekly event list, select the desired counter data.
  - **Daily Access Granted**, **Daily Access Denied**, **Daily Communication Issue**, **Daily APB Violation**, **Weekly Access Granted**, **Weekly Access Denied**, **Weekly Communication Issue**, **Weekly APB Violation**
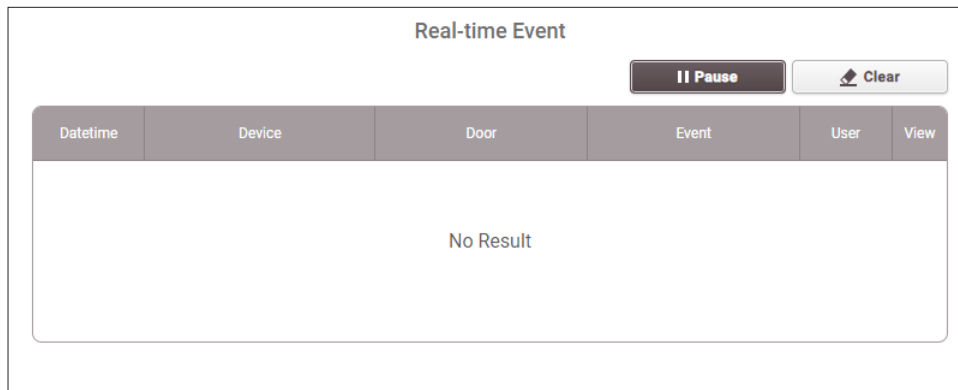
Text

> ► The image above is an example screen and may differ from the actual screen.

In the widgets area of **New Dashboard**, you can enter and place desired text. After creation, you can place it in the required location and use it as a title for a widget or as a notice.

> ⓘ   If you select the **Remove Background** option while creating a **Text** widget, transparency will be applied to the background.

Real-time Events

► The image above is an example screen and may differ from the actual screen.

Shows events occurring in BioStar 2 in real time. You can check events by filtering specific events, users, doors, and devices.

- **Pause**: To pause the real-time event.
- **Play**: Resume a real-time event that stopped.
- **Clear**: The entire captured record will be removed.

> ⓘ If you navigate to another page and subsequently return to the New Dashboard, the list will be cleared, and events will be logged anew.

Checkpoint

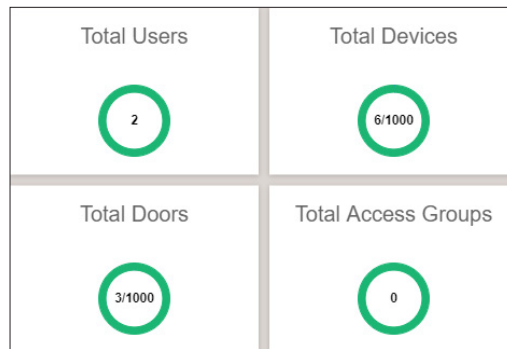► The image above is an example screen and may differ from the actual screen.

Select one device and display the profile photo and information (**Name**, **ID**, **Period**, **Device Name**) of the user who successfully authenticated to the selected device in real time.

- **Pause**: To pause the checkpoint.
- **Play**: To resume the checkpoint that paused.
- **Clear**: The entire captured record will be removed.

> ⓘ **Checkpoints** are recorded for up to 5 people.

System Usage

► The image above is an example screen and may differ from the actual screen.

The various usage statuses of BioStar 2 are displayed in numbers.

- The usage status that can be displayed is as follows:
    - **User**, **Card**, **Fingerprint**, **Visual Face**, **Face**, **QR/Barcode**, **Mobile Access**, **Device**, **Door**, **Zone**, **Access Group**, **User Group**, **Device Group**

Door Control

► The image above is an example screen and may differ from the actual screen.
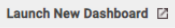
Select one door to check and control its status.

- The following items can be controlled with the **Actions** buttons:
    - **Open**, **Normalize**, **Manual Lock**, **Manual Unlock**, **Clear Alarm**, **Clear APB**

> ℹ The name of the **Door Control** widget is automatically assigned to the name of the door and cannot be modified.

4   After completing the settings of the widget, click **Apply**, and the widget will be created in the widget area. Adjust it to the desired size and location, then click **Apply**, and the widget will be added to the **New Dashboard**.

Edit Widget

1 Click [Launch New Dashboard] on the main screen of BioStar 2.

2 Click ⚙ at the top right to enter **Dashboard Settings**.

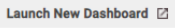**3** Click ✏ at the top right of the **Widget** you want to edit, then edit the desired part.

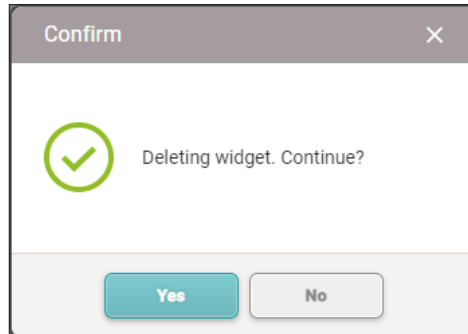► The image above is an example screen and may differ from the actual screen.

4 After making edits, click **Apply** to save the changes.

5 After making adjustments to the widgets, select **Apply**, located at the top-right of the **Dashboard Settings** screen, to apply and save the changes.

> ⓘ
> • The **Widget Types** cannot be changed in the **Edit Widget**.
> • **System Usage**, **Checkpoint**, and **Door Control** that use a specific name cannot modify the **Widget Name**.

Delete Widget

1 Click Launch New Dashboard on the main screen of BioStar 2.

2 Click ⚙ in the upper right to enter **Dashboard Settings**.

3 Click 🗑 at the top right of the **Widget** you want to delete.

▶ The image above is an example screen and may differ from the actual screen.

4 Check the deletion confirmation pop-up and click **Yes**.

5 Click **Apply** at the top right of the **Dashboard Settings** screen to apply the deletion.