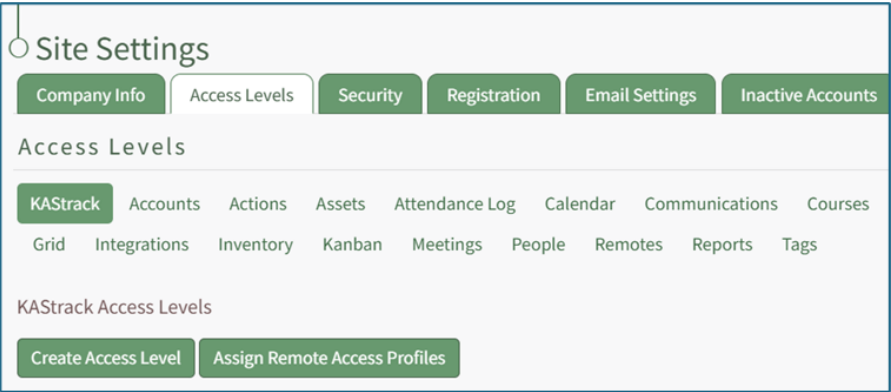
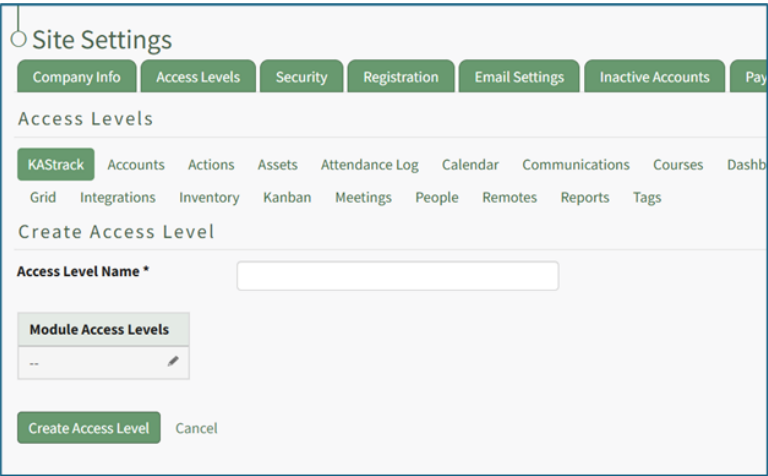


Create a Customized Access Level

Go to the Access Level Tab in the Site Settings Module and select “KAstrack”, the first clickable link below the Access Levels header.

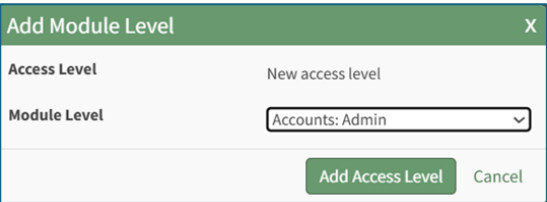


Select the “Create Access Level” button opening the editable Create Access Level Page.



Input your new access level name.

Click the pencil icon opening the Add Module Level modal.



The dropdown menu shows all modules levels created in KAStrack, labeled “Module: Module Level.” Select the desired module level to be assigned to the new access level, and then select the “Add Access Level” button.

The screenshot shows the 'Site Settings' interface with the 'Access Levels' tab selected. The 'Create Access Level' form is visible, featuring a text input for 'Access Level Name' containing 'District Vice President'. Below this is a 'Module Access Levels' section with a list of three items: 'Accounts: Observer', 'Actions: Admin', and 'Assets: Observer'. Each item has a red 'x' icon to its left and a pencil icon to its right. At the bottom of the form are two buttons: 'Create Access Level' and 'Cancel'.

As module levels are added to the new access level, they will show in the Module Access Levels table. Continue clicking the pencil icon and adding module levels as desired.

If a module level is not assigned to the access level for a specific module, the user assigned to the access level will not be able to view the module.

After all desired module levels have been assigned, select the “Create Access Level” button. The customized access level now shows under “KAStrack” on the Access Levels Tab of the Site Settings Module.

Site Settings

Company Info

Access Levels

Security

Registration

En

Access Levels

KAStrack

Accounts

Actions

Assets

Attendance Log

Calenda

Grid

Integrations

Inventory

Kanban

Meetings

People

R

KAStrack Access Levels

Create Access Level

Assign Remote Access Profiles

Access Level Name	Module Access Levels
District Vice President ***	✖ Accounts: Observer ✖ Actions: Admin ✖ Assets: Observer
Admin ***	Accounts: Admin Actions: Admin Assets: Admin Attendance Log: Admin Calendar: Admin Comments: Admin Communications: Admin Courses: Admin Dashboard: Admin

Revision #3
Created 2025-11-23 22:05:27 UTC by Mitzi Orkus
Updated 2026-01-23 22:36:31 UTC by Mitzi Orkus