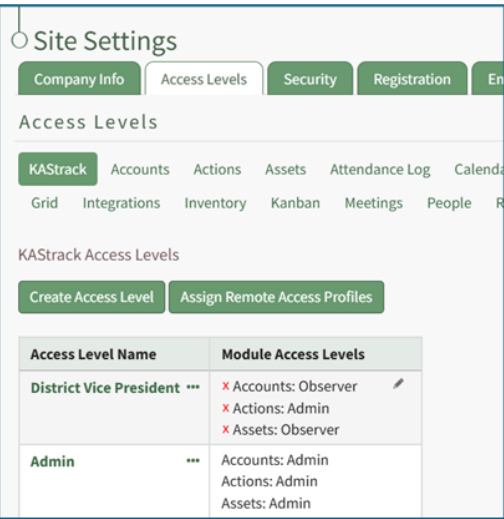


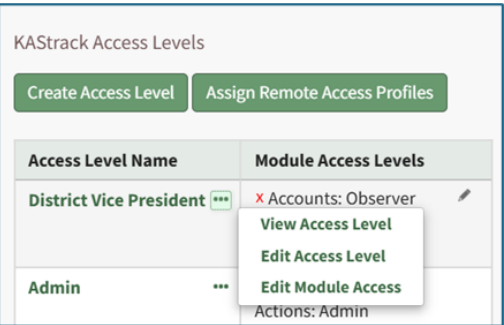
Edit a Customized Access Level

To edit a customized access level, go to the Access Levels Tab in the Site Settings Module.

Only customized access levels can be edited or deleted. The KAStrack generated default Access Levels (admin, supervisor, employee, and observer) cannot be edited or deleted.



The three dot (...) icon next to the customized access level opens a context menu with three options: View Access Level, Edit Access Level, and Edit Module Access.



Selecting “Edit Access Level” from the context menu opens the Edit Access Level Page where the pencil icon can be used to add module levels and the X icon can be used to delete module levels.

Edit Access Level: District Vice President

Access Level Name *

District Vice President

Module Access Levels

x

Accounts: Observer

x

Actions: Admin

x

Assets: Observer

Save Access Level

Cancel

Selecting “Edit Module Access” from the context menu opens the (Access Level): Edit Module Access Modal.

District Vice President: Edit Module Access

Having this access level will not grant access to the following modules:

☐ People

Save

Cancel

Selecting a module’s checkbox will prohibit a user with this access level from accessing the specified module.