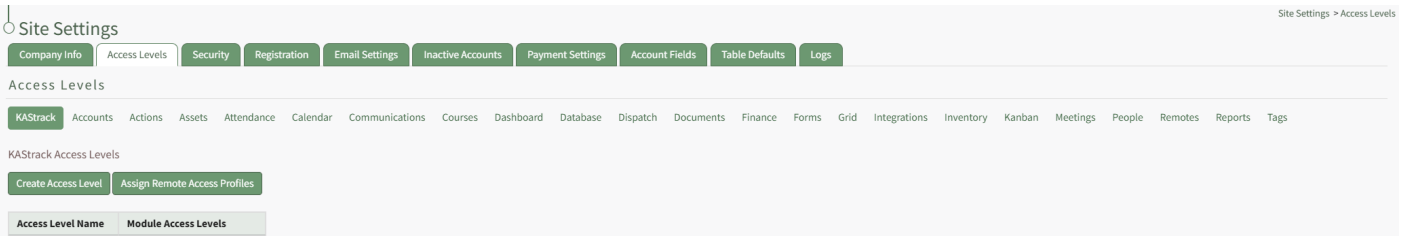
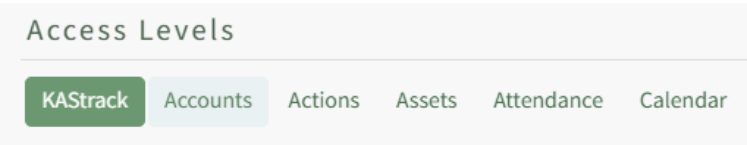


Edit Account Field Restrictions for Customized Module Levels

To edit account field restrictions for a customized module level, go to the Access Levels Tab in the Site Setting Module through the Main Menu.



Click Accounts under the Access Levels header.



This opens the Accounts Module Level Table.

Site Settings > Access Levels > Accounts

Site Settings

Company Info

Access Levels

Security

Registration

Email Settings

Inactive Accounts

Payment Settings

Account Fields

Table Defaults

Logs

Access Levels

KAStrack

Accounts

Actions

Assets

Attendance

Calendar

Communications

Courses

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Database

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Grid

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Meetings

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Reports

Tags

Accounts Module Levels

Module Level Name	View	Edit
Accounts: Board Members	View	Edit
Accounts: Admin	View	--
Accounts: Supervisor	View	--
Accounts: Employee	View	--
Accounts: Observer	View	--

Create Module Level

Click the Edit Button to the right of the module level whose account field restrictions you wish to edit opening the Edit Accounts Module Level Page in Site Settings.

Site Settings > Access Levels > Accounts > Board Members > Edit

Site Settings

Company Info

Access Levels

Security

Registration

Email Settings

Inactive Accounts

Payment Settings

Account Fields

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Meetings

People

Remotes

Reports

Tags

Edit Accounts Module Level: Board Members

Module Level Name *

Board Members

Own Account

☐ Can change own password

Account Field Restrictions

Add/remove edit account field restrictions

Non-Supervised Users

Can access all users in the selected levels

☐ All levels

☐ Board Members

☐ KAStrack Admin

☐ Admin

☐ Supervisor

☐ Employee

☐ Observer

☐ Can access accounts that have no assigned access level

☐ Can edit/delete comments on accounts

Click the link to "Add/remove edit account field restrictions" opening the Edit Field Restrictions Modal.

Edit Field Restrictions

X

Field	View Own	View Other	Edit Own	Edit Other
Username	☐	☐	☒	☒
Email	☒	☒	☒	☒
First Name	☐	☐	☒	☒
Last Name	☐	☐	☒	☒
User Photo	☒	☒	☒	☒
Session Timeout	☒	☒	☒	☒
Home Page	☒	☒	☒	☒
Middle Name	☒	☒	☒	☒
Date of Birth	☒	☒	☒	☒
Age	☒	☒	☒	☒
Badge Number	☒	☒	☒	☒
Contact Phone	☒	☒	☒	☒
Address 1	☒	☒	☒	☒
Address 2	☒	☒	☒	☒
Hire Date	☒	☒	☒	☒
Seniority	☒	☒	☒	☒
Regional Managers	☒	☒	☒	☒
District Managers	☒	☒	☒	☒

Save

Cancel

Make the desired field restriction changes and select the "Save" button.

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