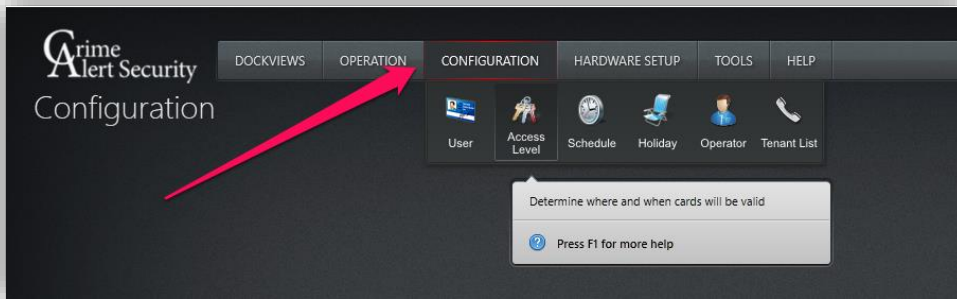


Creating an Access Level in Entrapass Web

There may rise situations where you may want to restrict users access to certain doors. This instruction guide goes over how to create a simple Access Level that has access to only certain doors, and how to assign that access level to a user.

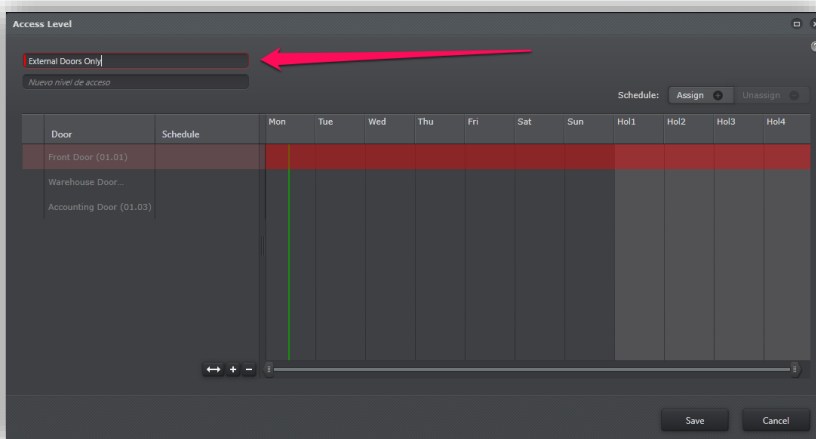
- Log onto Entrapass Web
- Go to Configuration > Access Level:



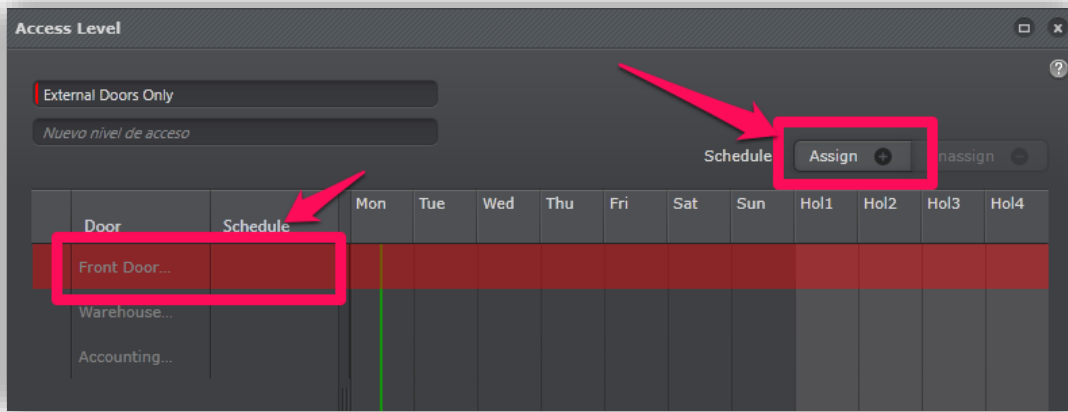
- Click Add to Create a new Access Level:



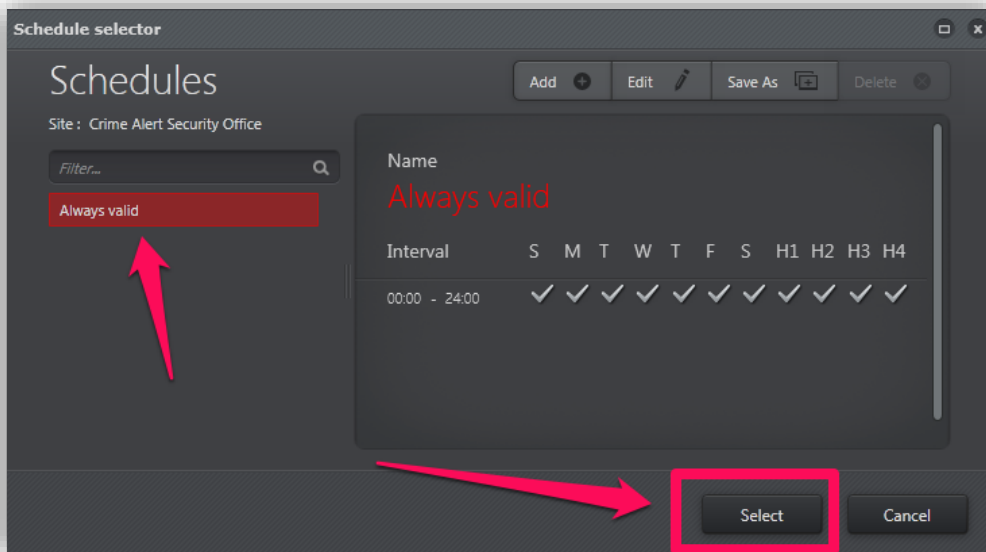
- Give the Access Level a Name:



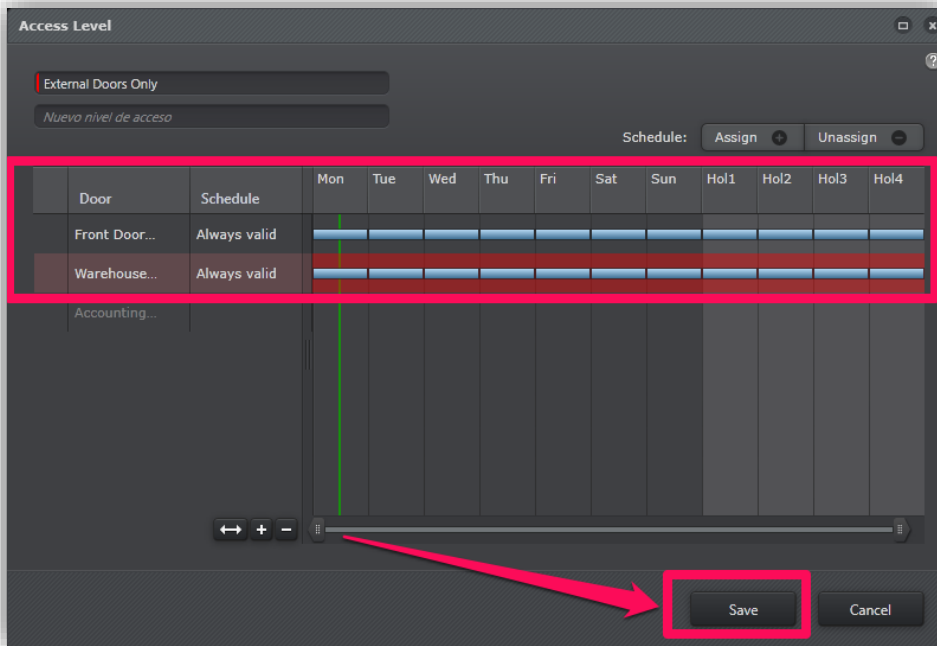
- In our scenario we want employees to have access to the doors leading into the building, however access to the Accounting Door is not necessary. So, we will choose the Front Door then click Assign to Access to the Door:



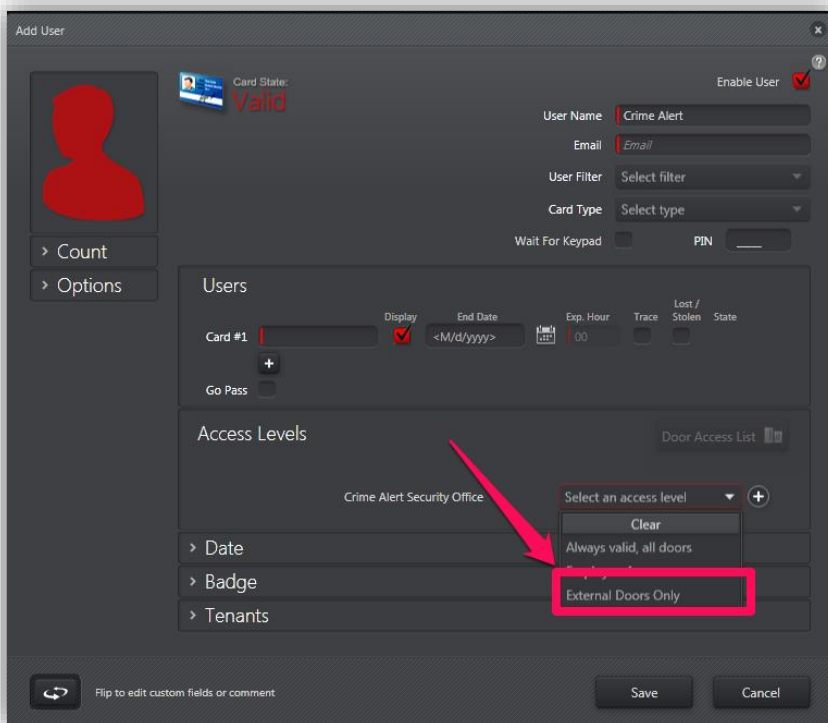
- If you had created a schedule it would appear here to be selectable. Also, if you would like to create a schedule for this door, that can be done by clicking the Add button. For our purposes we click Always Valid, and click Select:



- Notice that schedule has been added to Front Door, repeat the process for all other doors you would like to have access to. We went ahead and added the same schedule to the Warehouse Door. Click Save when done:



- When Adding or editing a User, this Access Level is now an option to assign:



- Once the User is saved, they will only have access to the doors that are in that Access Level. If you need additional assistance with this, please contact the Crime Alert Security Office.