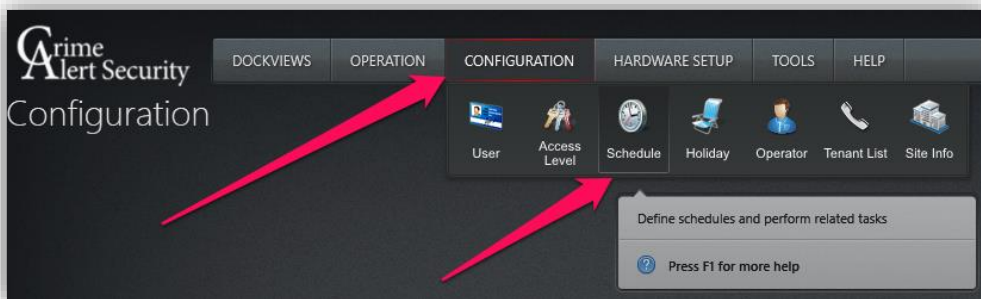


# Setting up Door Schedules Entrapass Web

There may be certain times you may want to restrict a user's access to a Door or Site. This instruction guide goes over the process of how to set up that schedule, so it can be assigned to Doors and Access Levels.

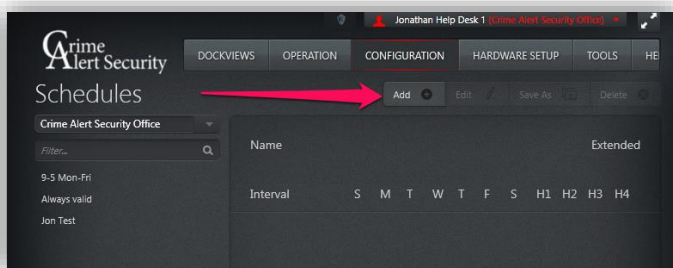
- Log into Entrapass Web
- Go to Configuration > **Schedule**:



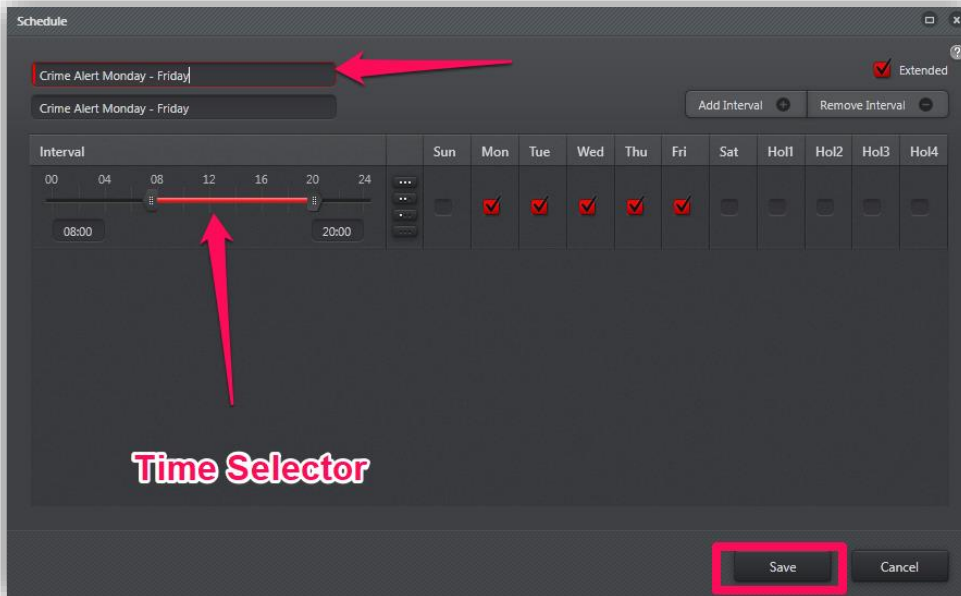
- Select your **Site**:



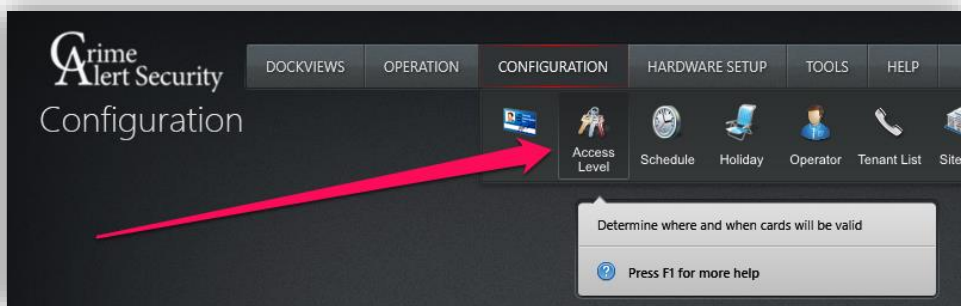
- Click **Add** to create a new schedule. **Note:** This is creating a schedule that can be assigned to any door:



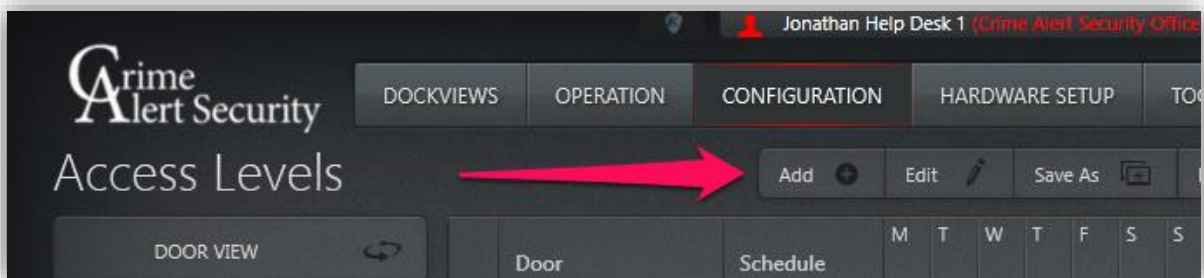
- Name the Schedule and Select the time and the days. Additional Intervals can be added (For example If different start and stop times needed to be set). Click **Save** when done:



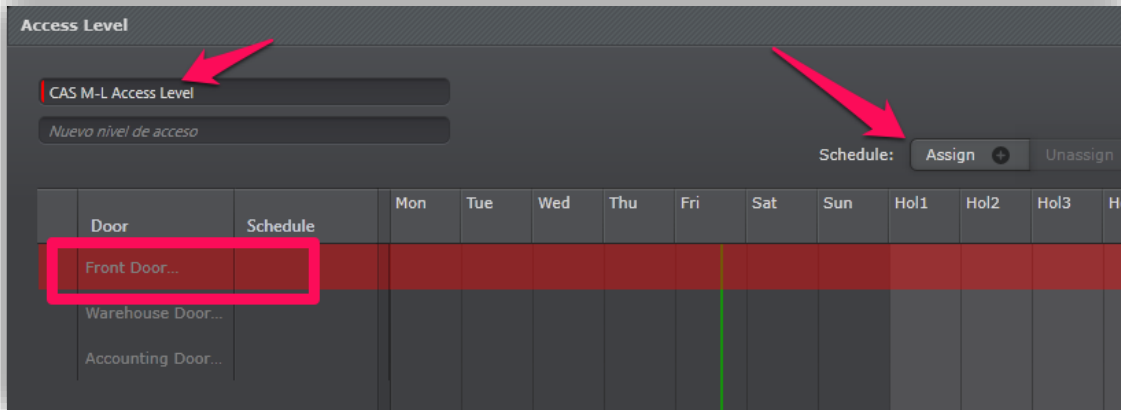
- The best way to use a schedule is to create an Access Level, then assign the schedule to the doors in that Access Level. To start go to Configuration > **Access Level**:



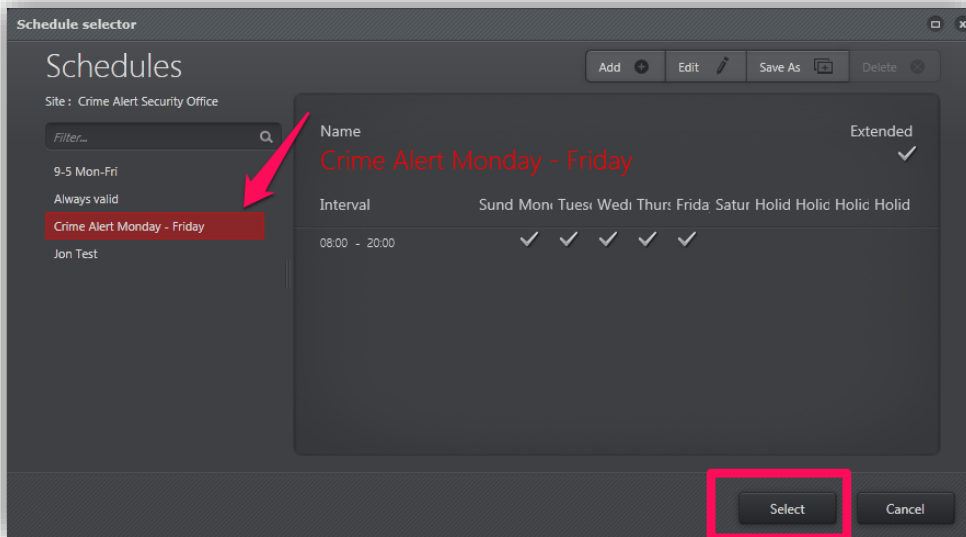
- It may be possible you have to select a site first, if not click **Add** to create an Access Level:



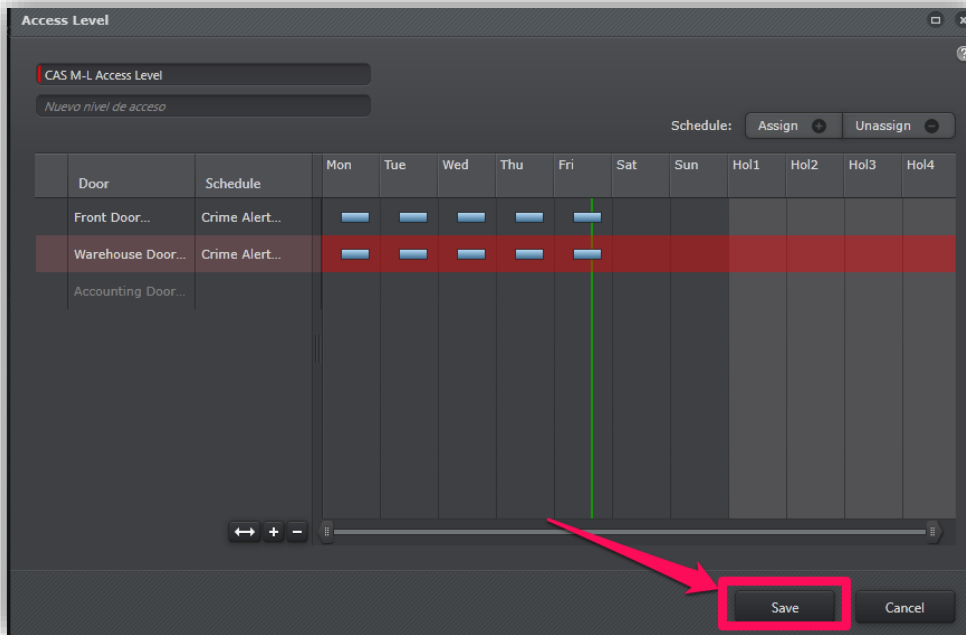
- Name the Access Level and select a door, from there click **Assign**:



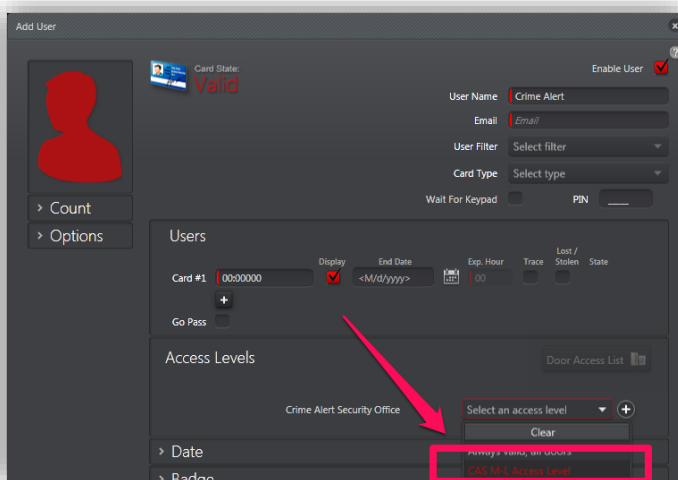
- Choose the Schedule you just created and click **Select**



- Repeat the process for any additional doors you would like to assign the Schedule to. When all finished click **Save** to complete creating the Access Level:



- Now that the Access Level has been created with the Schedule on the doors you want, you can assign this Access level to Users to ensure they can access the doors only at those allotted times. This can be done when creating or editing a user, choosing the **Access Level** in the Access Levels section:



- Once the changes on that user is saved, they will be restricted to the Door Schedules you assigned. If you need any assistance with this process contact the Crime Alert Security Office for more assistance.