

## Creating an Access Level in Entrypass Web

To set up a new access level, go to the Access Level tab on the top Menu.

An access level contains a schedule for each door at this site. A user with the selected access level can open a door with their credential only on times permitted by the door's schedule.

Access Level

Crime Alert Security O... Add Edit Duplicate Delete

Access levels view Doors view

Search...

Always valid, all doors

Door	Schedule	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hol 1	Hol 2	Hol 3	Hol 4
Accounting Door (01.03)	Always valid	█	█	█	█	█	█	█	█	█	█	█
Front Door (01.01)	Always valid	█	█	█	█	█	█	█	█	█	█	█
IT Office Door (01.04)	Always valid	█	█	█	█	█	█	█	█	█	█	█
Warehouse Door (01.02)	Always valid	█	█	█	█	█	█	█	█	█	█	█

Click Add to add a new access level and enter a name for your access level in the Primary Language section. Highlight the door you want to manage and select Assign.

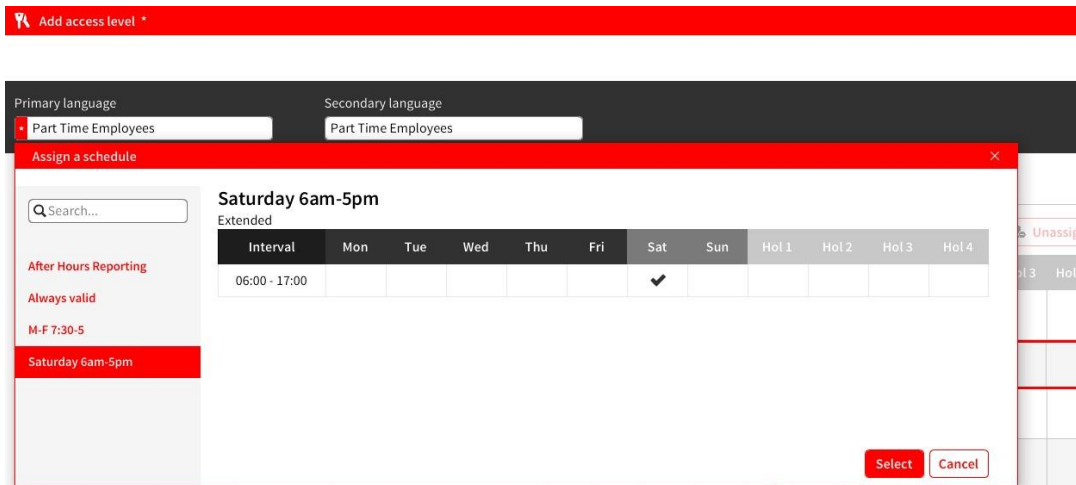
Primary language  Secondary language

Crime Alert Security Office

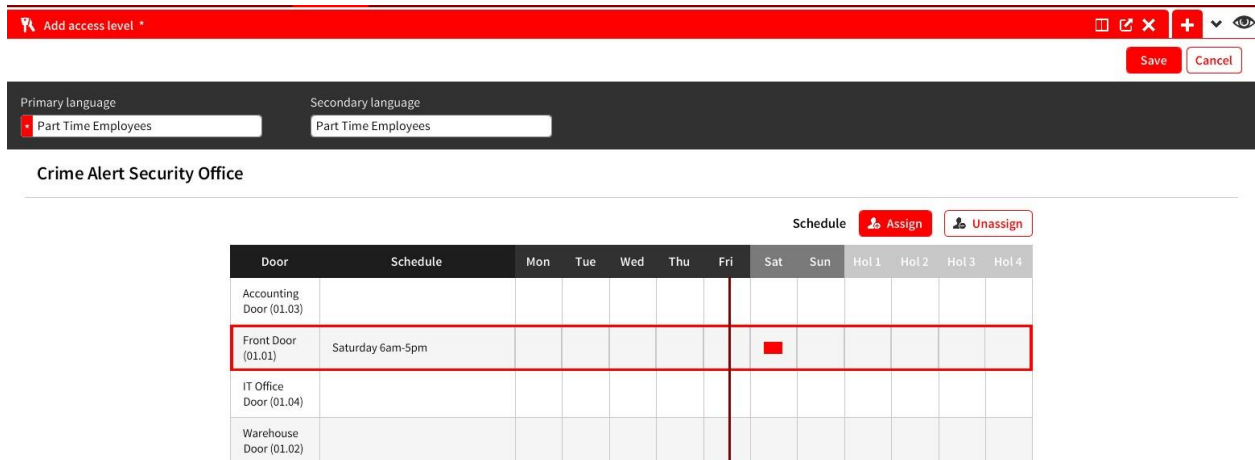
Schedule Assign Unassign

Door	Schedule	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hol 1	Hol 2	Hol 3	Hol 4
Accounting Door (01.03)												
Front Door (01.01)												
IT Office Door (01.04)												
Warehouse Door (01.02)												

Select the schedule you want in the Schedule Selector window that appears. In this case, we select Saturday 6am-5pm.



Click Select to assign the schedule to the door. When you are done setting the Access Level schedule for each door you want to modify, double check that you have set the schedules you want, and press Save.



If you need any assistance, send an email to the Crime Alert Security team at [operations@crimealertsecurity.com](mailto:operations@crimealertsecurity.com) or call (916)489-8068.