Add a User in Entrapass Web

Description

The security of employees and properties depend on managing access.

You can create a new card to ensure that a user has proper access levels.

Entrapass Web

1. Navigate to the Operation menu and select User



2. Click *Add* button.





3. Fill in details of new user.

Add User	Enter a name for the	\sim			6
	Card Door: NEW USER	e de la companya de la	s	elect an acce	.ss=1evel
	U	Ser Name User Name Select Filter *	Access Levels	J Door Ac	cons List 💵
17 31		Card Type Select type *	ACME Demo Site (online)	Select an access level	• •
	Wait Fo	or Keyped PIN	Chicago Sile	Select an access level	-
~ Count	Ikers Enter a	card number	Demo LED (online)	Select an access level	-
buble	Card #1 End Day	ne Trace Stalen State	KTES Sile	Select an access level	* 🕀
Count Seach O	•				
Read of the second s	> Date				
	~ Badge				
- Octions	Layout Select layout v	Previour Badge @ Request Badge			
• Opuons	Barcode	Edit EN			
Estanded Delay	Signature	Edit 7202			
Multi-seige		Badge Print Issue			
Privilege Operation	✓ Tenants				
Supervisor •					
Operation Tenants					
			Save	Cancel	

4. Choose Card Type.



5. Type in Card Number.





6. Define proper Access Levels per site.



7. Add Custom Fields or Comments by clicking on the bottom left arrows button.

dd User				
User Name : El 12010	eth McLuha			
Gender	Female	Cerd Information 11	Card Information 21	
Company	ABC Company	Card Information 12	Card Information 22	
Position	Public	Card Information 13	Card Information 23	
Email	[Mcluhan@A8C.com]	Card Information 14	Card Information 24	
et		Card Information 15	Card Information 25	
Agency		Card Information 16	Card Information 26	
Employee #		Card Information 17	Card Information 27	
Phone Number		Card Information 18	Card Information 28	
Department		Card Information 19	Card Information 29	
Suite		Card Information 20	Card Information 30	
Comment :		1		
Tip to add main field			Save Cance	



8. Click on blue avatar to add a photo of the user.



