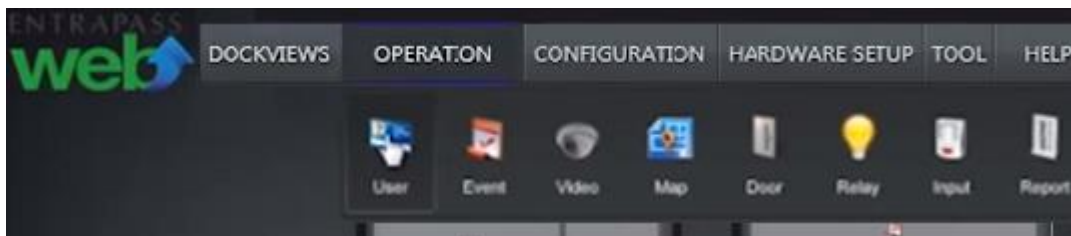# Add a User in Entrapass Web

Description

The security of employees and properties depend on managing access.
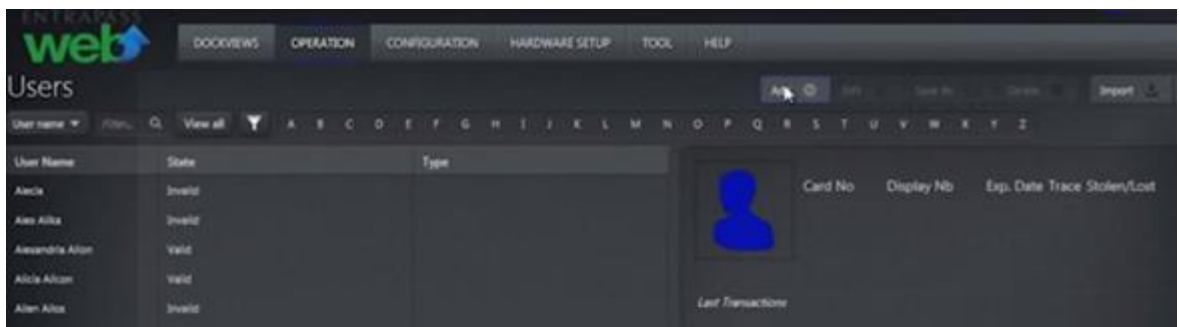
You can create a new card to ensure that a user has proper access levels.

Entrapass Web

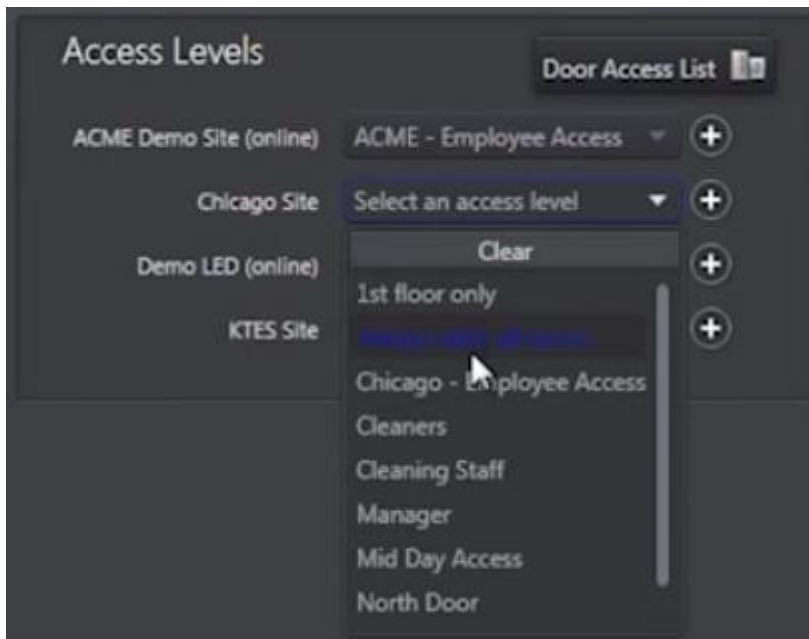1. Navigate to the *Operation* menu and select *User*

2. Click *Add* button.

3. Fill in details of new user.

4. Choose *Card Type.*

5. Type in *Card Number.*
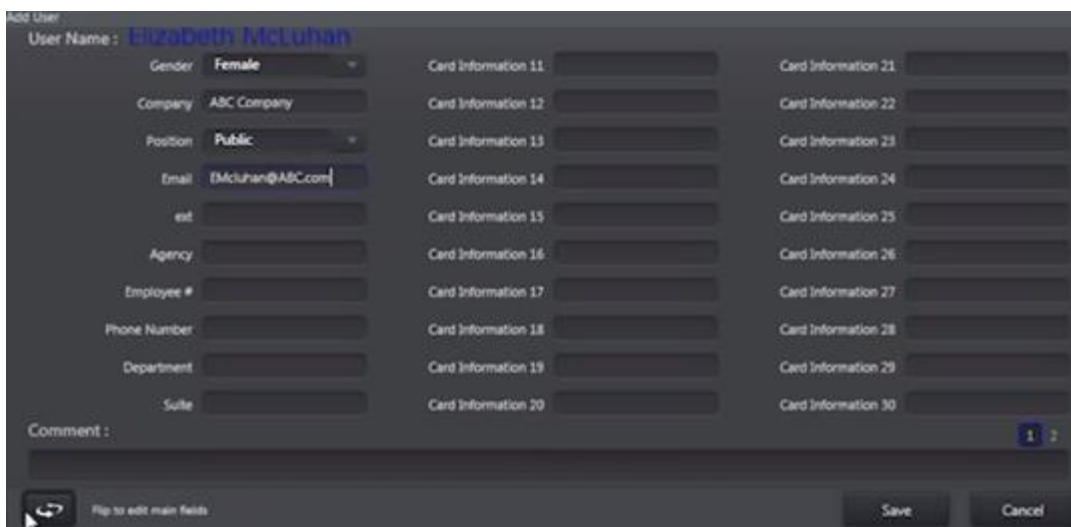
6. Define proper *Access Levels* per site.

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

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