## exacqVision Support Portal

# **Create an Access Level in Entrapass** Web

### **Description**

The security of employees and properties depend on managing access.

You must create a schedule before defining access levels.

#### Entrapass Web

1. Navigate to the Configuration menu and select Access Level



2. Specify Site for new access level.



3. Click Add button to configure a new access level.

ENTRAPAS		228/11	18.8					1			res:	20101						-						
web	r .	DOCKVI	EWS OPE	RATION	co	NFIGURA	TION	НА	RDWA	RE SET	UP	TOOL		HELP										
Access Lev	els															Add	0	Edit	i	Save	As To		Delete	0
Chicago Site	*			Monday	Tu	esday	Wed	nesday	Thur	sday	Friday		Satur	day	Sund	day	Holic	iay 1	Holic	lay 2	Holid	ay 3	Holi	day 4
		Door *	Schedule *		th Oh							12h	Oh			12h			Oh				Oh	12h
test																								



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4. Give the new access level a name.



5. Select desired door to assign an existing schedule (cannot create new schedule here).

Click Assign button.

Access Level								_	Sche	dule: Ass	ine O	Unassidn
New access level									- Series		- <b>h</b>	
Door	Schedule	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hol1	Hol2	Hol3	Hol4
Back Door												
Cafeteria Door												
Front Door												
Front Lobby East.												
Front Lobby East												ļ
Front Lobby East.												
Front Lobby East.												
New Door 1												
New Door 2												
	+++-	1.0									Save	Cancel



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6. A new access level is now in effect after applying a schedule to a door.



7. A new access level is now in effect after applying a schedule to a door.



