

## Create an Access Level in Entrapass Web

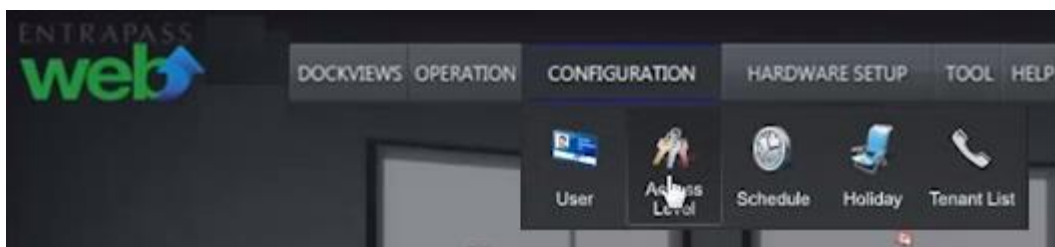
### Description

The security of employees and properties depend on managing access.

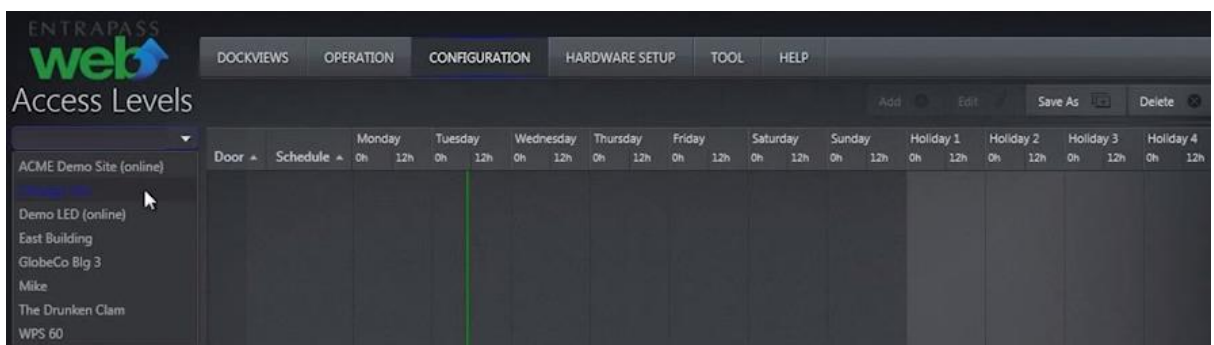
You must create a schedule before defining access levels.

### Entrapass Web

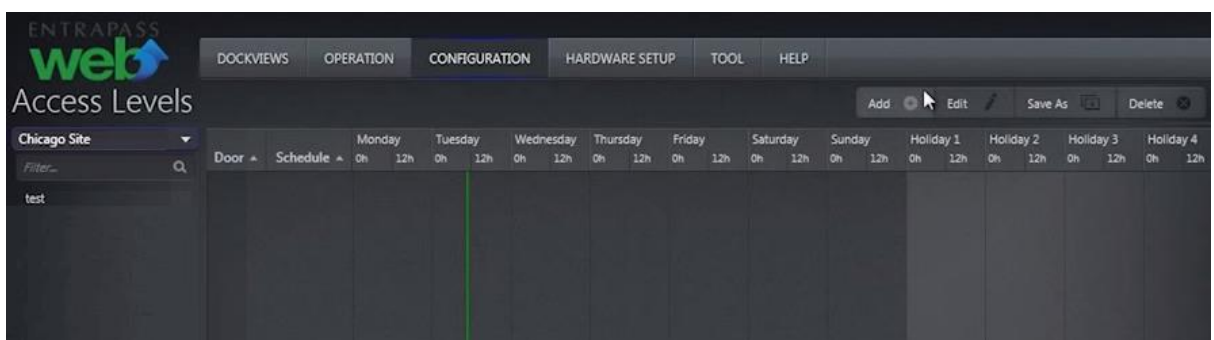
1. Navigate to the *Configuration* menu and select *Access Level*



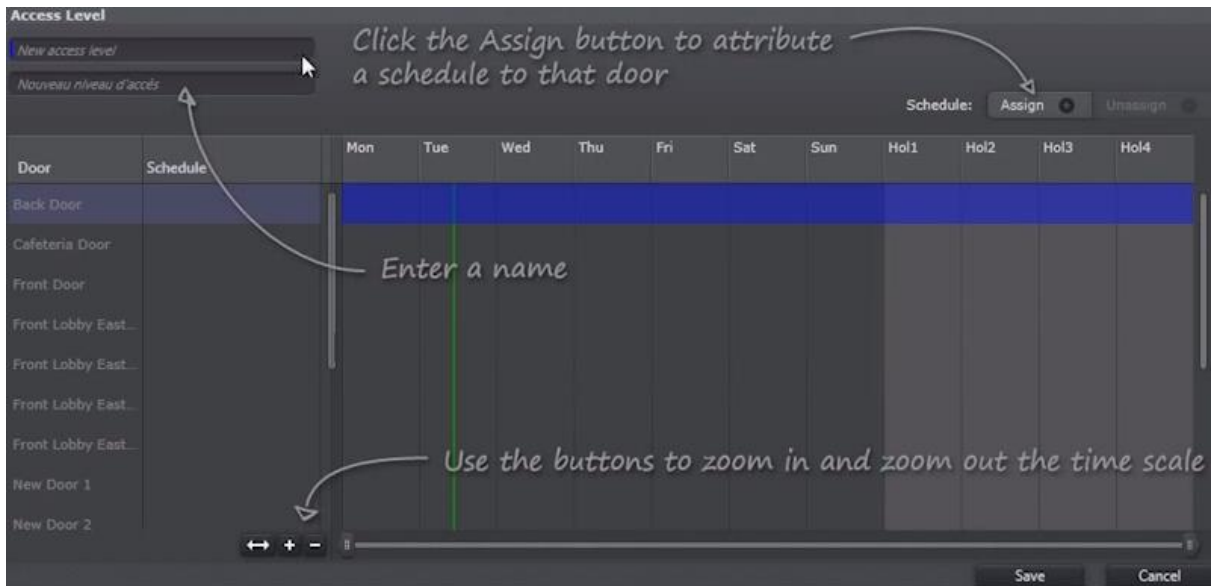
2. Specify *Site* for new access level.



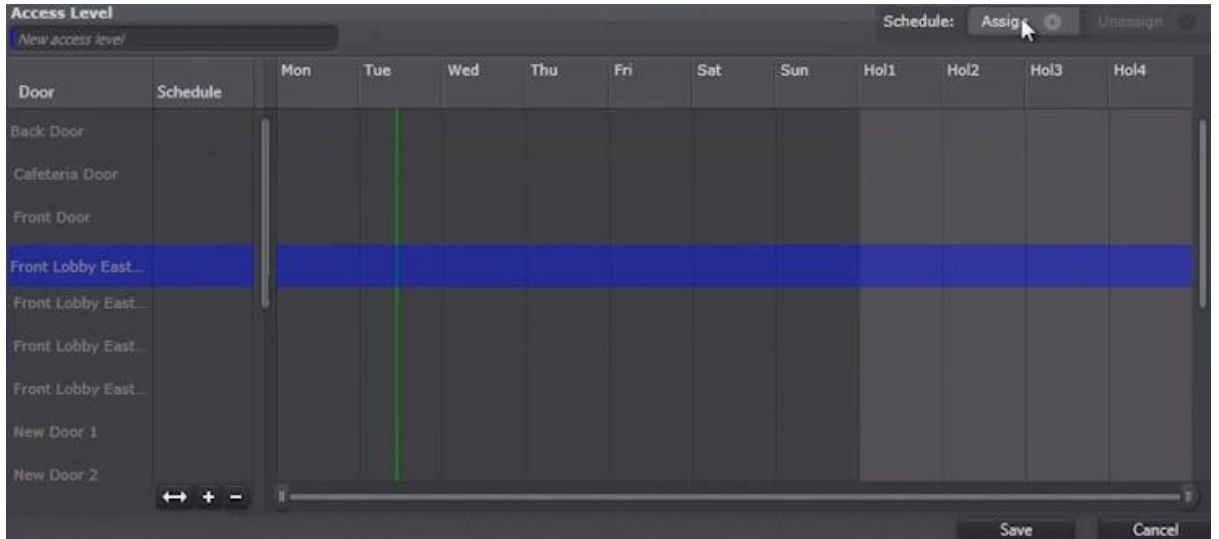
3. Click *Add* button to configure a new access level.



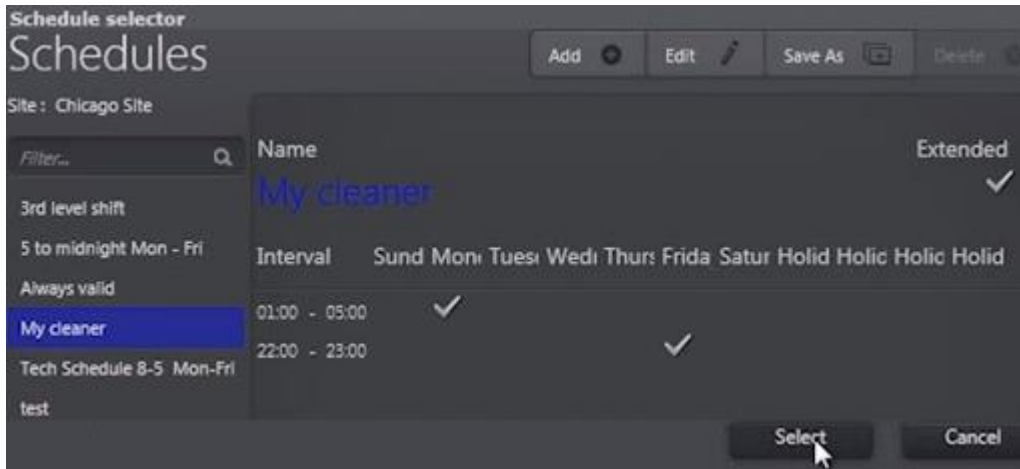
4. Give the new access level a name.



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



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.

