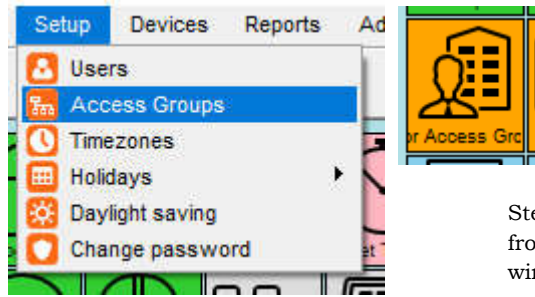
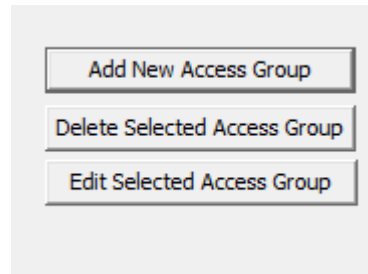


# Setting up Access Groups

Step 1: Select Access Groups from the Setup menu. You can also click the Access Groups icon in the Quick Access menu.



Step 2: Click Add New Access Group from the options at the right of the list window.



Step 3: Select the Timezones for the appropriate areas by click the drop-down box beside them. Name the group something appropriate for the access being granted (e.g. Gates Only, etc.) You can select either a Standard Time Zone or a Combined Time Zone (noted with an "X" before the number)

Edit door access group

Access group: 10 Name:

LOCATION GROUP	NAME	Time The User has Access to the Door	Options
Location 1	Door 1	0 Never	
Location 1	Door 2	0 Never	
Location 1	Door 3	1 Always	
Location 1	Door 4	2 Restricted hours	
Location 1	Entry Gate	3 Normal hours	
Location 1	Exit Gate	4 Weekend/Holiday hrs	
		X2 Restricted	
		X3 Normal	

Note: You can create Access Groups for individual areas or a group of areas depending upon the client's needs. Make sure to set the Exit Gate to 24 hours for all groups, or a special extended time zone, so that clients do not get trapped inside the facility after closing. Verify with the client that this is acceptable.