

APPLICATION NOTE

ONLine Access

How to create access levels in PROS CS

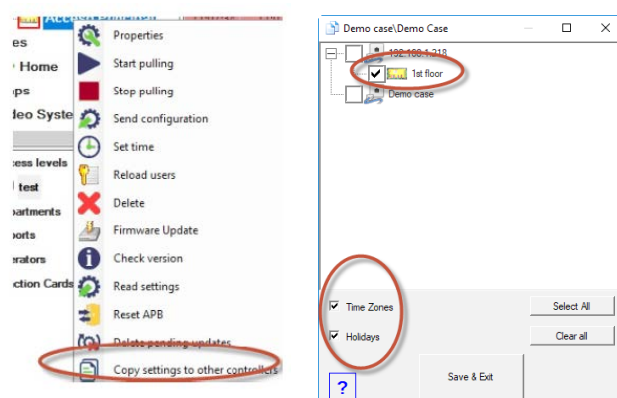
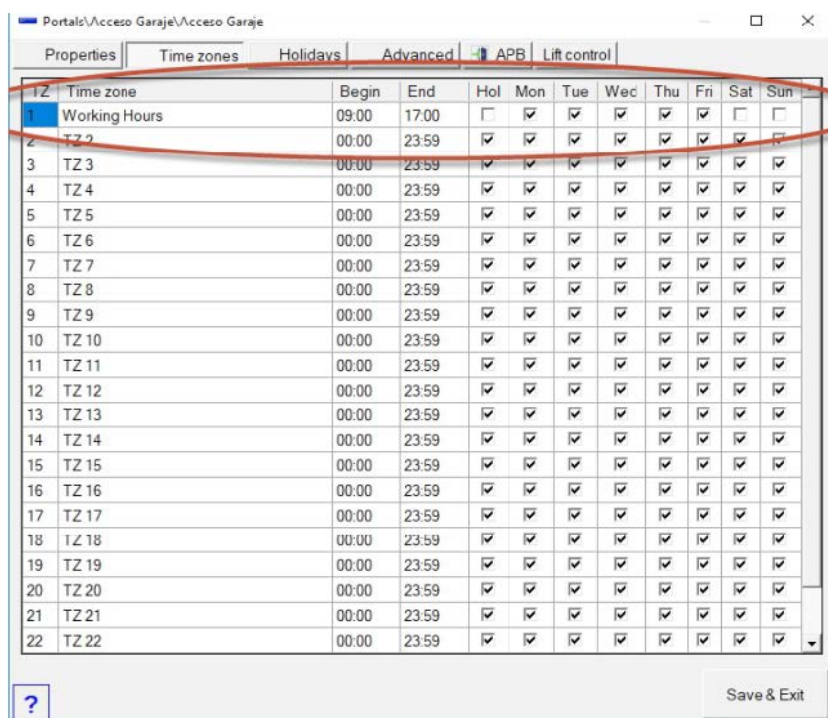
A028

The access level

The access level determines which doors may be entered by the user, and with the help of time zones, it also defines the hours of the day and days of the week a user may enter a door at a particular access level.

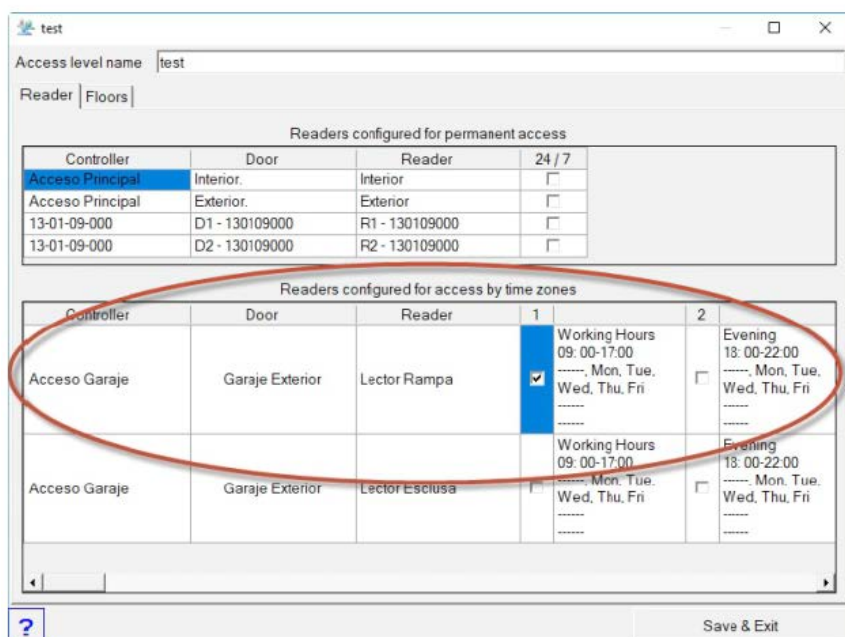
1. Go to the controller/right click/properties

Make time zone there. Do this for all the controllers separately or use right click/ Copy settings to other controller

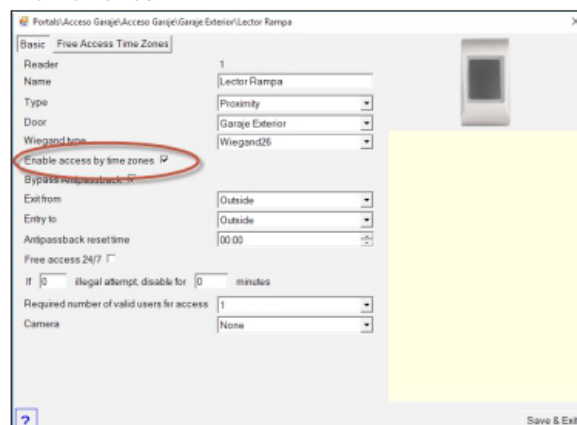


2. Go to Access level and make access level for the cleaning time

Select the readers within the time zones created. Put name for the Access level.



Note: Make sure the readers have ENABLED access in time zones:



3. Go to **USERS** and assign the newly created access level to the desired Users.

Users count: 7 / 7

Find user

Name

ID

Card Type

EM

MIFARE

HID

AWID

Name

Ana Smith

Car_David Jones

David Lee

James Wood

Stephanie McColum

TEST 1

Test 2

Users Filters

Clear filters

User name

Ana Smith

User ID (Card number)

1234567

Wiegand 26

1234567

Site code

18

18

User code

54919

54919

Type

Card

Access Code

5555

Basic

Additional IDs

Personal details

Personal details 2

Output control

Biometry

Text Log

Access level

test

Department

Unlimited

No access

test

High Management

Valid from

5/13/2019

00

:

00

:

00

Valid until

12/31/2099

00

:

00

:

00

Apply Anti-pass policy

Single entry user

Renew access

Cancel

Save