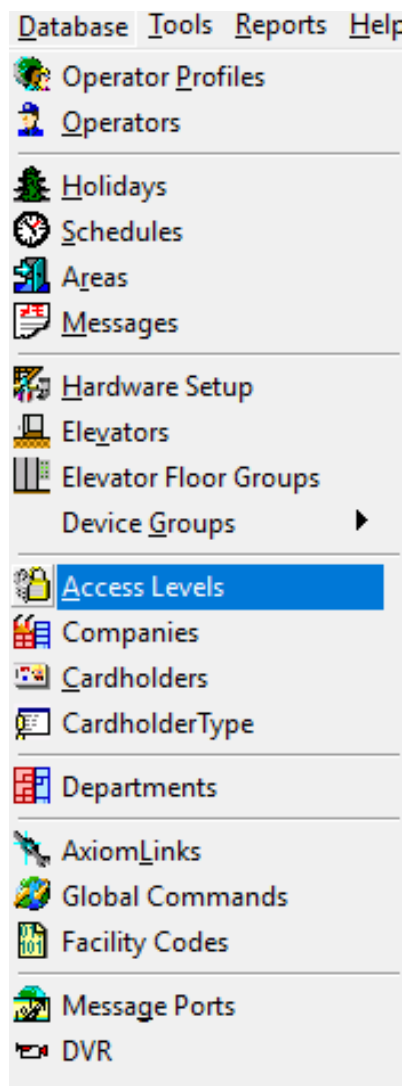




Technical Guide

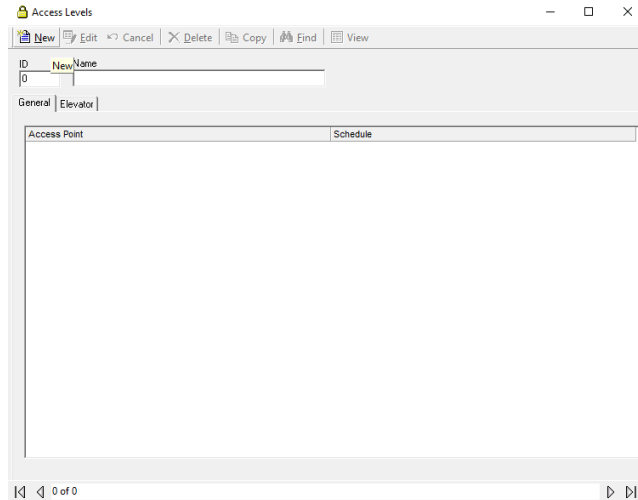
Creating an Access Level– Axiom V

- At the top of the Axiom V software, select **Database**. Scroll down and left click on **Access Levels**.

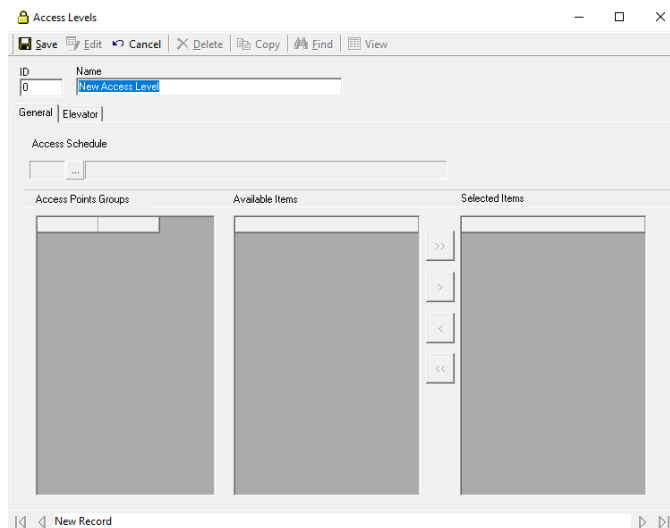


## TGAV16 – Creating an Access Level

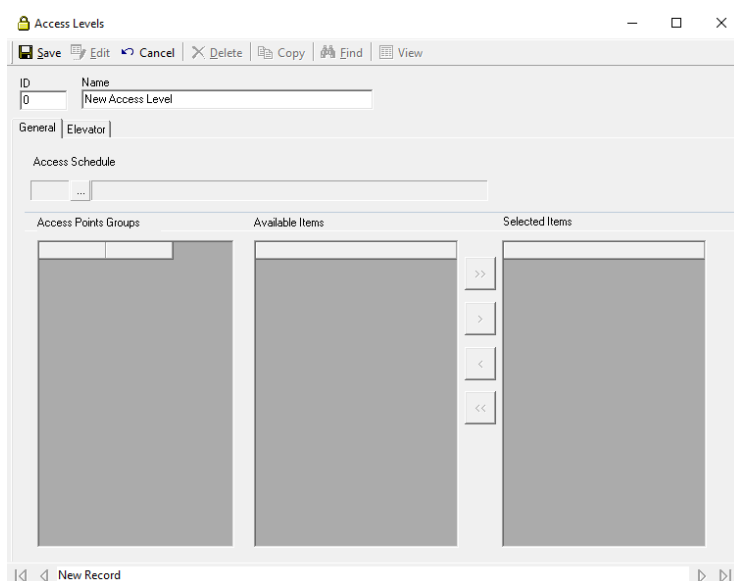
- To create a new access level, select **New** at the top left of the window.



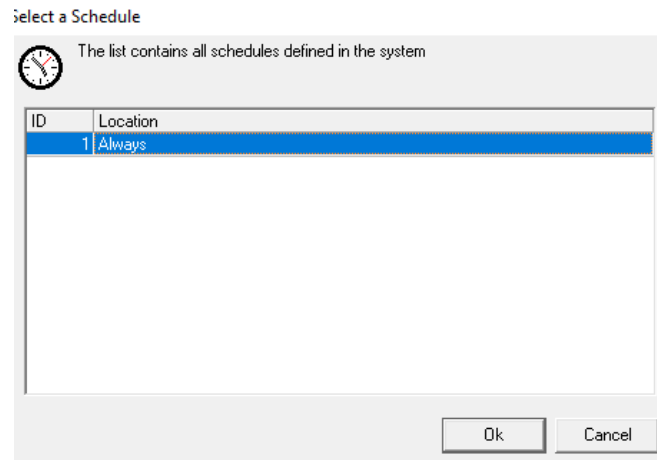
- Rename the Access Level to something of your choosing, e.g. **Master Access**



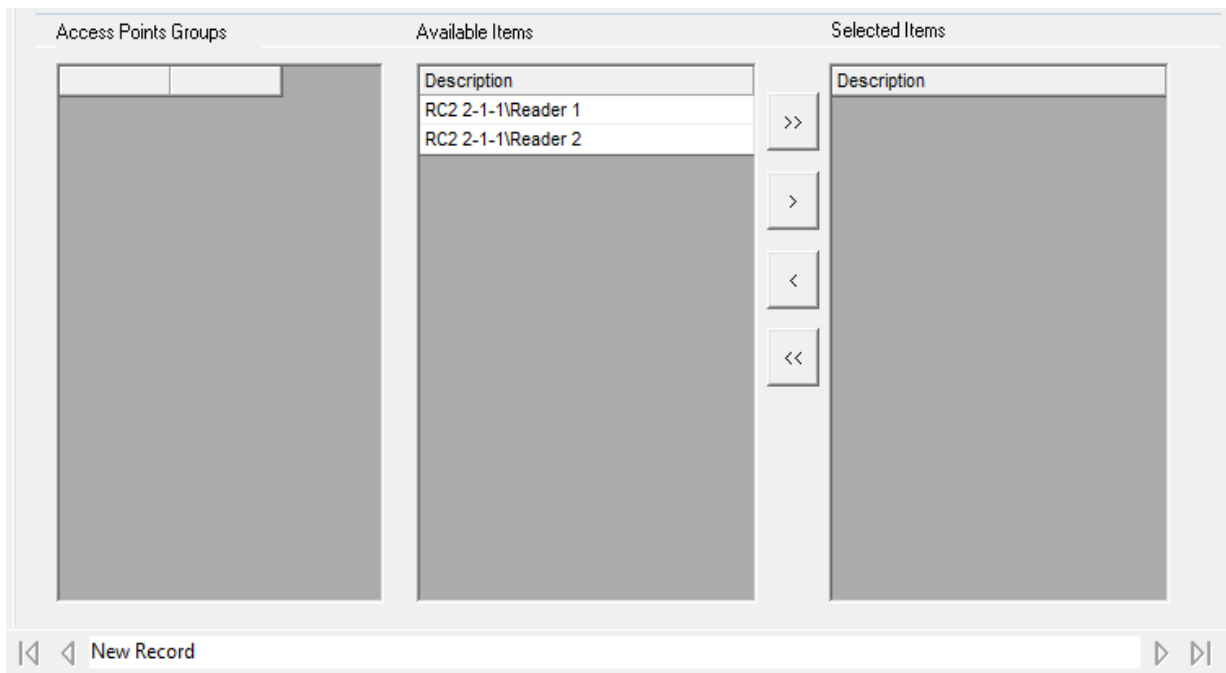
- Under **Access Schedule**, will see a browsing button. Select that and a window will appear giving you the a list of all Access Schedules.



- The default schedule **Always** allows access to every door 24/7. You can create tailored Access Levels by assigning custom Access Schedules to the Readers. For example, you could allow access for staff between 9:00am and 5:00pm using a **9 until 5** Access Schedule. In this example however, we will use the **Always** Access Schedule.

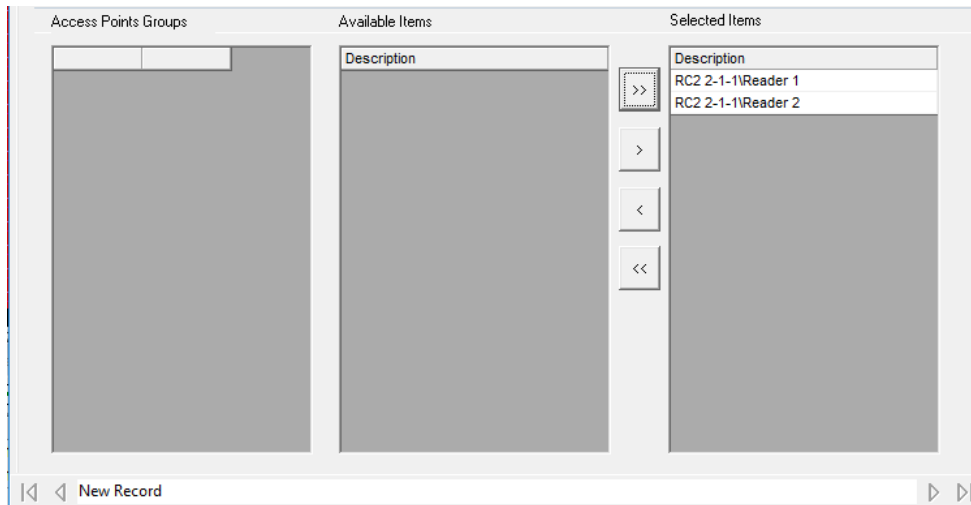


- Next, under **Available Items**, you will see a list of all the Access points in the system. They will need to be transferred into the **Selected Items**.



## TGAV16 – Creating an Access Level

- To transfer the Access Points over, select the **double arrows** at the top to move the Access Points into the **Selected Items** field.



- When you are finished, select **Save** at the top left of the window.

