

How to Add Access Area in StorLogix

Adding Access Area

To add Areas in StorLogix:

1. Click on your **Users & Access** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)



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2. You will be on a page with a list of users, units, access levels and status. On the top tab next to Users, click on **Access Area**. This will change screens to a list of areas.

STORLOGIX					🛔 🌲 🥹 Administrator -
	Users	Cards Units	Access Areas	Access Levels	
Q Search by Name or Unit			1		dd User 🛛 🗶 🛇 🏷 🕄
Name 🕆	Units	Access Levels	Status	On-Site	
				Items per page: 10 👻	0 010 < < > >
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3. Click Add Area.

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ltems per page: 10	Windhelm			FusRoDal	1		:
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4. The pop up screen will require you to fill in the forms with the Access Area detail, such as name, description, building, floor, and alarms. Click **Next** to proceed.

a.	Building ar	nd Floor fields are	only needed	if the site	has elevators.
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		Users	Cards Unit	s Access Areas	Access Levels		
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	Rearm Hour Rearm Minute 12 hh 0	mm 🗌 Su	uspend all access into this are	ea			
		Lo	ck down all access into and	out of this area			
						Next	
						Next	
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- 5. The Entry Devices page requires you to link up your hardware.
 - a. Entry Devices will auto populate on the left-hand side if they have been setup in the software.
 - b. Click on Next.

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		Users	Cards	Units Access Areas	Access Levels		
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- 6. The Exit Devices page requires you to do the same except link up a device to exit the area.
 - a. Exit Devices will auto populate on the left hand side if they have been set up in the software.
 - b. Click **Next** to proceed.

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				Users	Cards	Units	Access Areas	Access Levels		
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7. Assign a unit to the area devices, click **Submit** when you are finished.

a. Click the check box next to the unit you wish to assign the area devices

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			Users	Cards	Units	Access Areas	Access Levels			
Q Search by Na	Add Area							0	X d Area	
	🕑 Details —		Entry Devices	🗸 Exit Devic	es	4 Units				
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