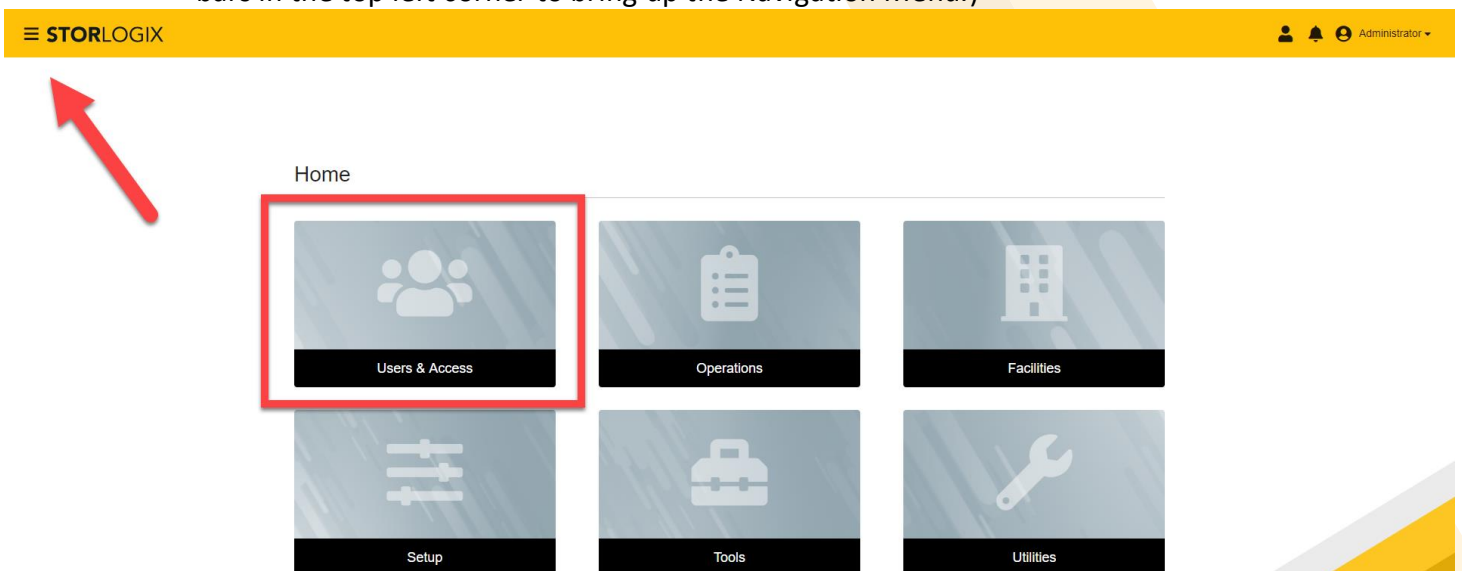


How to Add Access Area in StorLogix

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.)



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.

The screenshot shows the STORLOGIX application interface. At the top, there is a yellow header with the STORLOGIX logo on the left and user information (Administrator) on the right. Below the header is a dark navigation bar with tabs for Users, Cards, Units, Access Areas, and Access Levels. The 'Access Areas' tab is highlighted, and a red arrow points to it. Below the navigation bar is a search bar labeled 'Search by Name or Unit' and an 'Add User' button. The main content area is a table with columns: Name, Units, Access Levels, Status, and On-Site. The table is currently empty. At the bottom of the page, there is a yellow footer with the text '© Copyright PTI Security Systems 2019.'

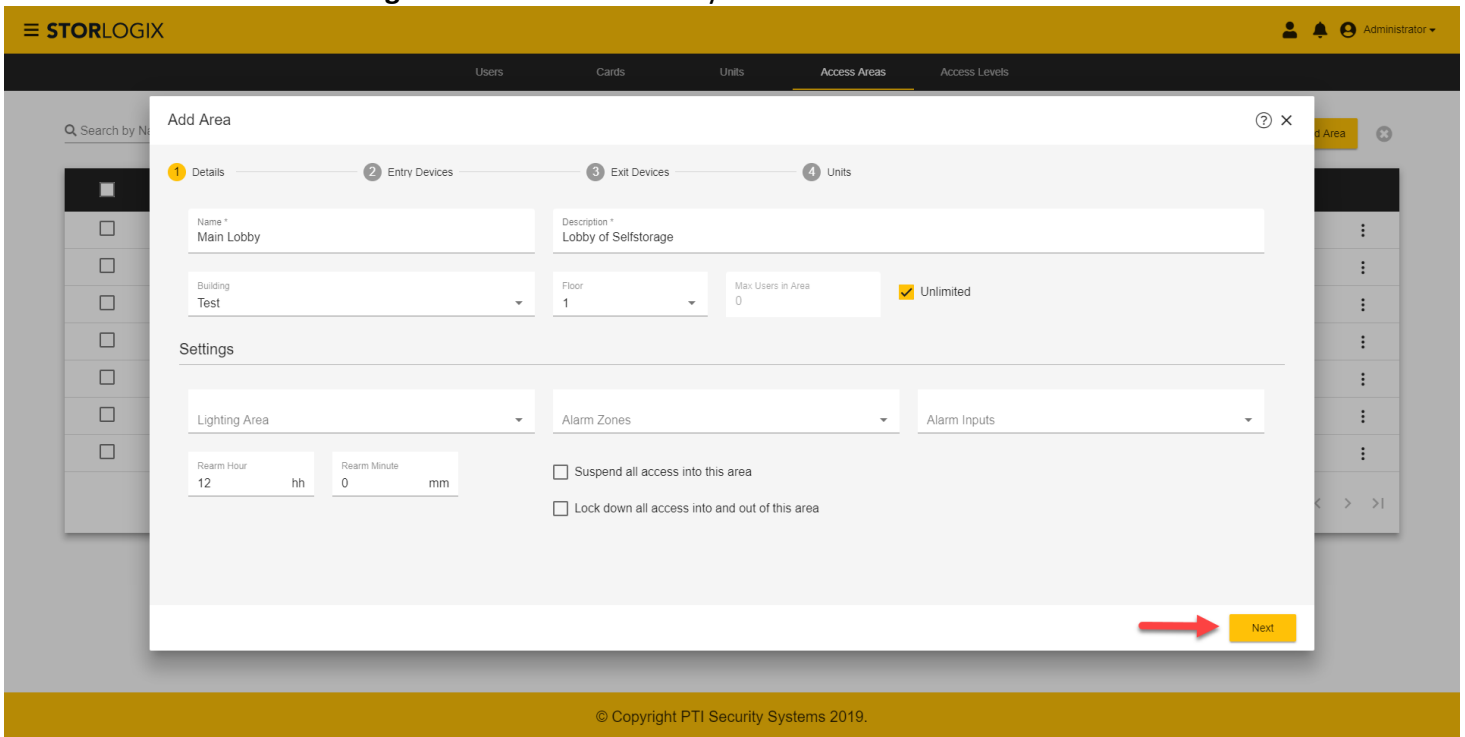
3. Click **Add Area**.

The screenshot shows the STORLOGIX application interface with the 'Access Areas' page loaded. The navigation bar is the same as in the previous screenshot, but the 'Access Areas' tab is now active. Below the navigation bar is a search bar labeled 'Search by Name' and an 'Add Area' button. A red arrow points to the 'Add Area' button. The main content area is a table with columns: Name, Description, and a vertical ellipsis menu. The table contains the following data:

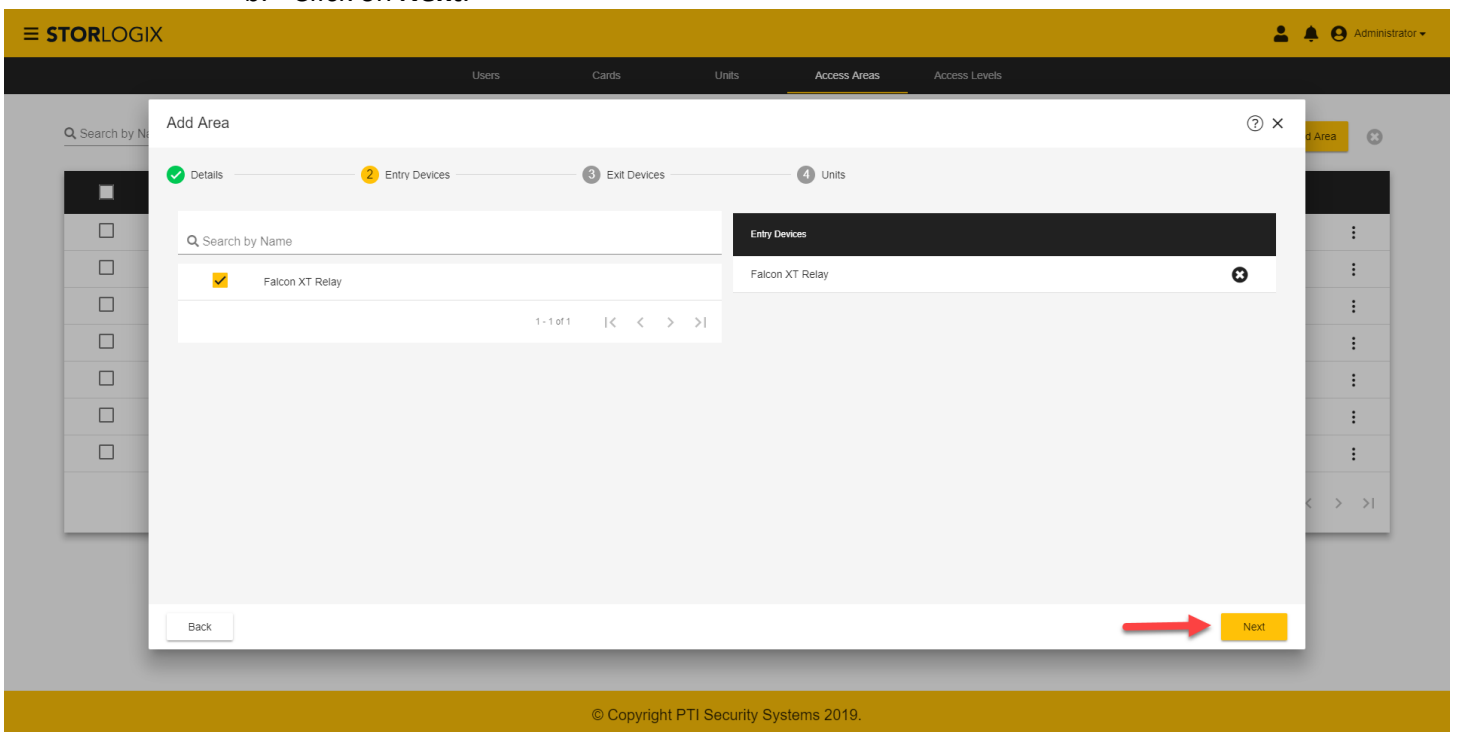
<input type="checkbox"/>	Name ↑	Description	
<input type="checkbox"/>	1-1A	1-1A	⋮
<input type="checkbox"/>	1-1B	1-1B	⋮
<input type="checkbox"/>	bob	bob	⋮
<input type="checkbox"/>	Employee	Employee Entrance	⋮
<input type="checkbox"/>	Main Area	Main Area	⋮
<input type="checkbox"/>	Off Limits	Off Limits	⋮
<input type="checkbox"/>	Windhelm	FusRoDah	⋮

At the bottom of the table, there is a pagination control showing 'Items per page: 10' and '1 - 7 of 7'. At the bottom of the page, there is a yellow footer with the text '© Copyright PTI Security Systems 2019.'

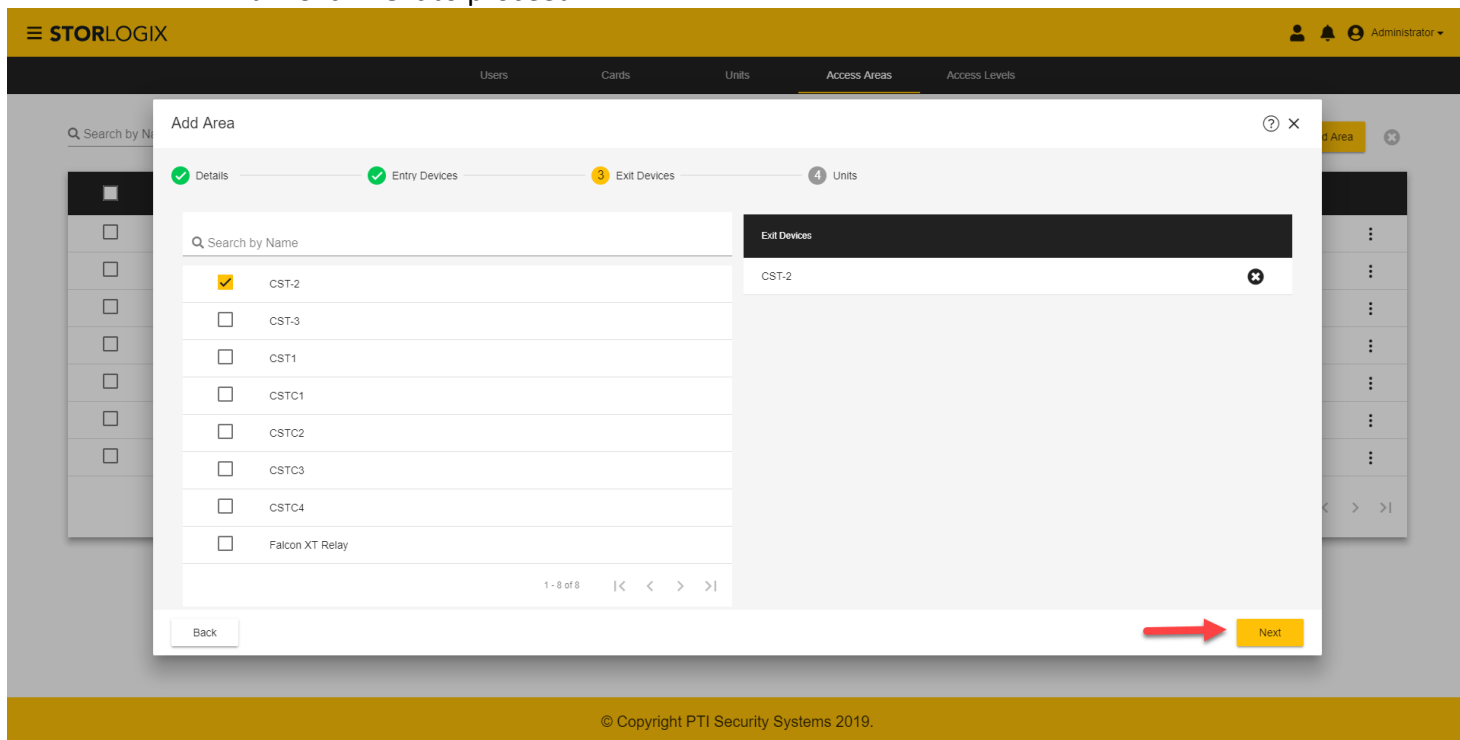
4. The pop up screen will require you to fill in the forms with the Access Area detail, such as name, description, building, floor, and alarms. Click **Next** to proceed.
 - a. **Building** and **Floor** fields are only needed if the site has elevators.



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**.



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.



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

