

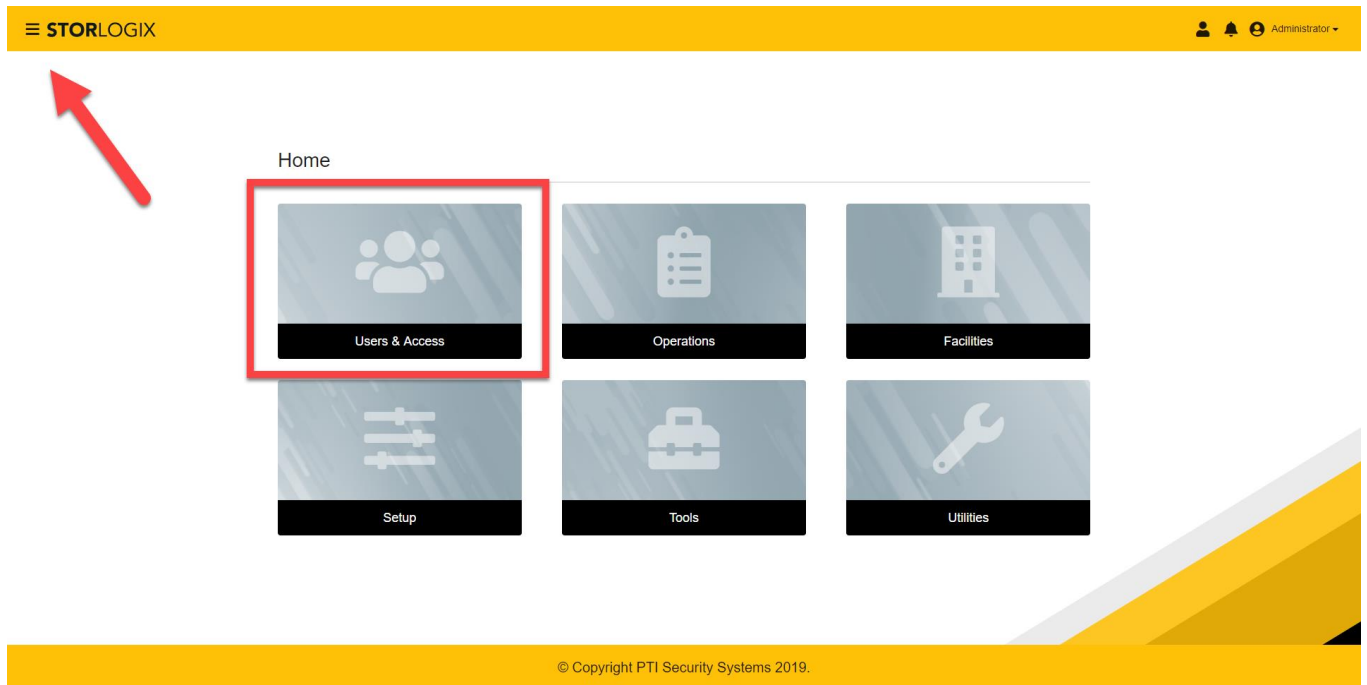
## How to Add and Edit Access Levels in StorLogix

### Adding and Editing Access Levels

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To add and edit access levels 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 Levels**. This will change screens to a list of areas.

The screenshot displays the PTI Security Systems web 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 Levels' tab is currently selected and highlighted with a red arrow. Below the navigation bar is a search bar labeled 'Search by Name or Unit' and an 'Add User' button. The main content area shows a table with columns for 'Name', 'Units', 'Access Levels', 'Status', and 'On-Site'. The table is currently empty. At the bottom of the page, there is a yellow footer containing the copyright notice: '© Copyright PTI Security Systems 2019.' and a small URL 'sl-dev-2.banyanhills.com/#/access/users'.

### 3. Click Add Level.

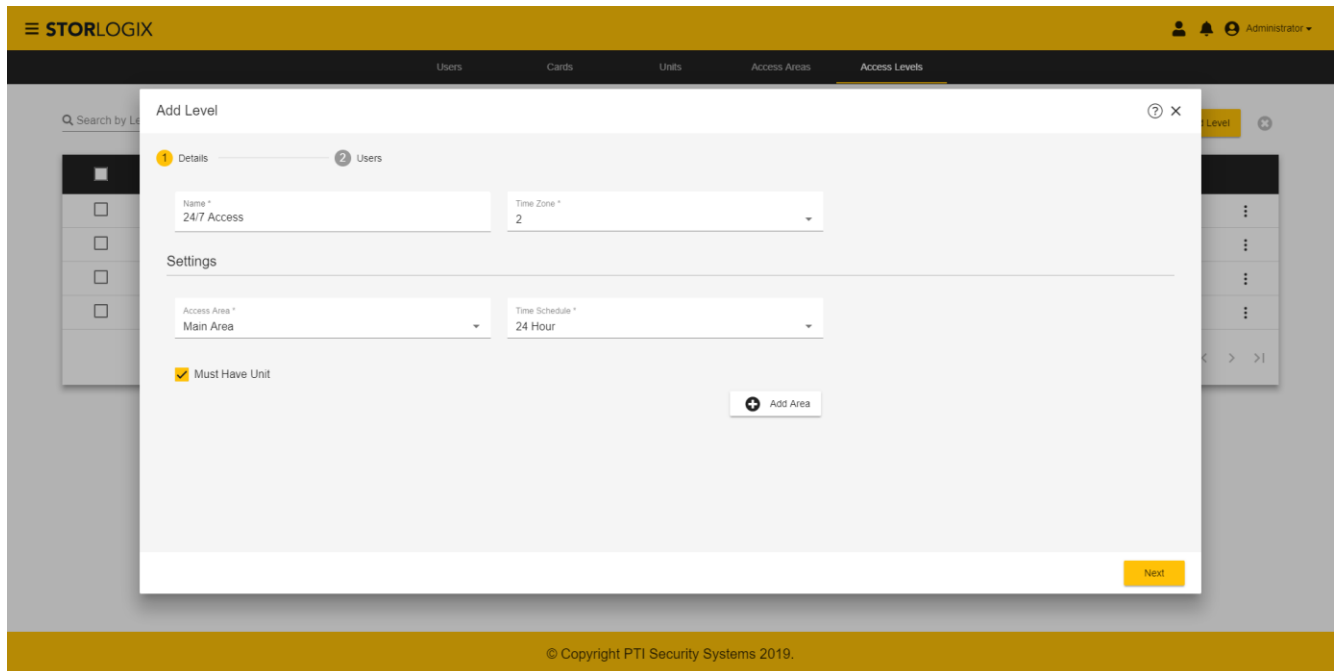
The screenshot shows the PTI Security Systems web interface. At the top, there is a yellow header with the 'STORLOGIX' logo on the left and user information (Administrator) on the right. Below the header is a navigation bar with tabs for 'Users', 'Cards', 'Units', 'Access Areas', and 'Access Levels'. The 'Access Levels' tab is selected. Below the navigation bar is a search bar labeled 'Search by Level' and a yellow 'Add Level' button with a plus icon. A red arrow points to this button. Below the search bar is a table with the following columns: 'Level' and a vertical ellipsis menu. The table contains four rows of access levels:

Level	
<input type="checkbox"/> 24 Hour Access	⋮
<input type="checkbox"/> Employee Only Access	⋮
<input type="checkbox"/> Restricted Access	⋮
<input type="checkbox"/> Standard Access	⋮

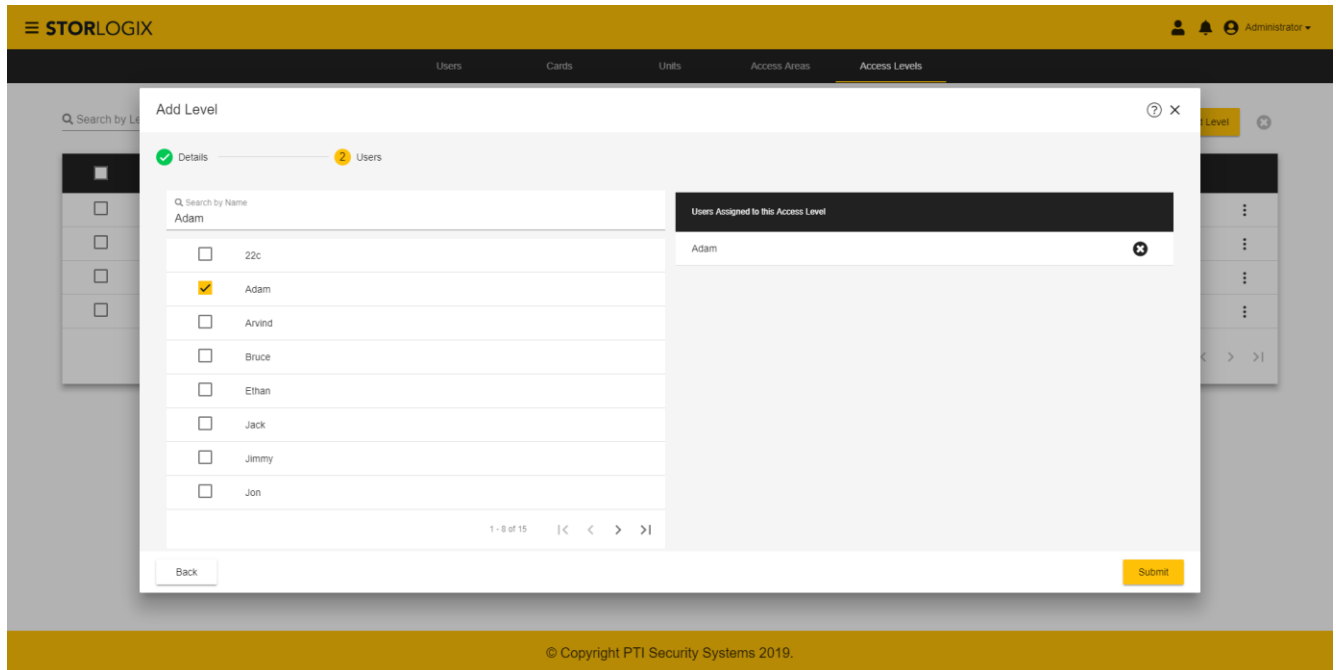
At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '1 - 4 of 4'.

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4. The pop up screen will require you to fill in the forms with the Access Level detail, such as name, time zone, area, time schedule and if user requires a unit. Click **Next** to proceed.
  - a. Note that the **Time Zone** number should match the number that is used in the customer's property management software.



5. The User page requires you to grant access to a user.
  - a. Type the users name in the **Search Bar**, check their name and click on **Submit**.

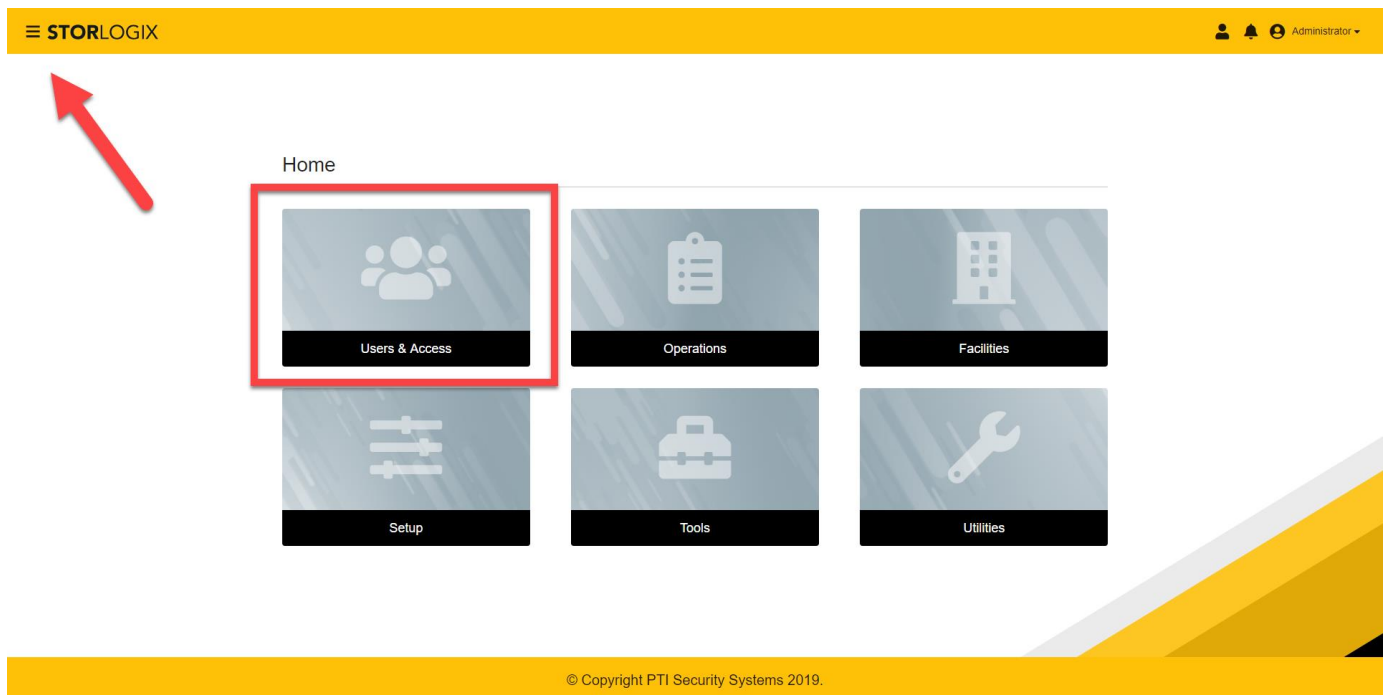


## Editing Cards

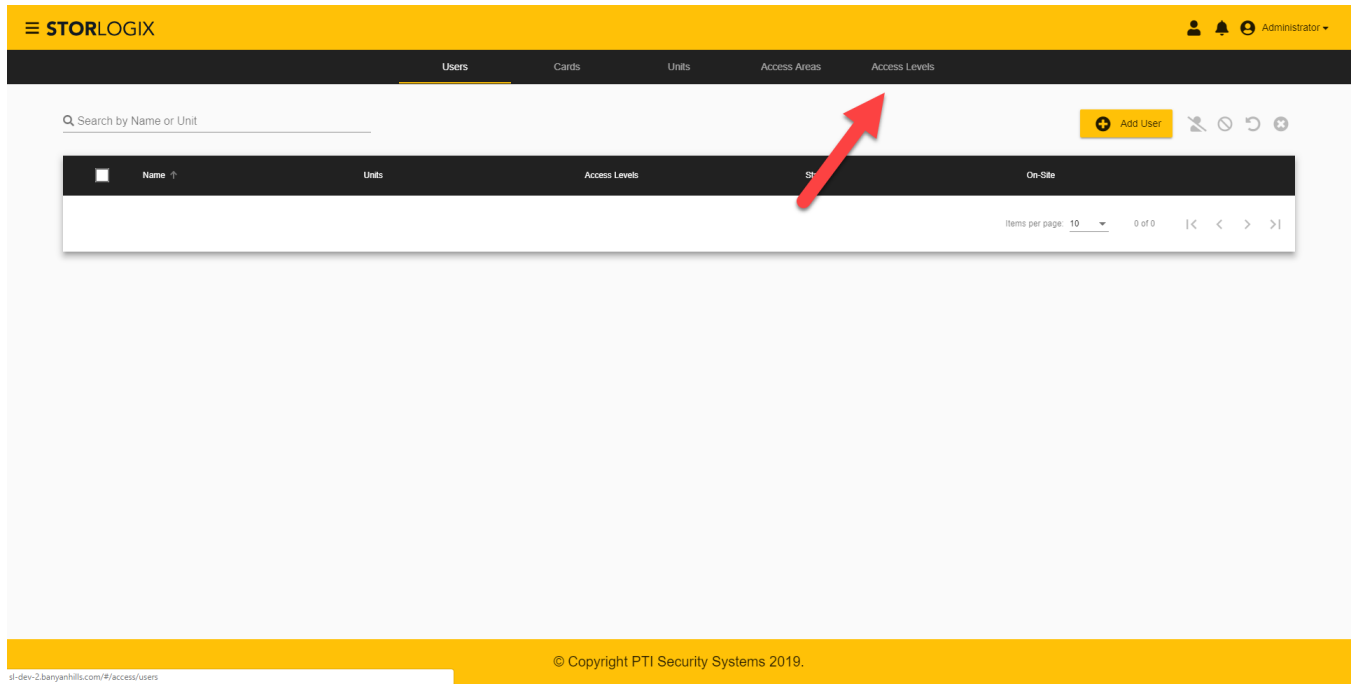
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To edit a card in StorLogix:

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. A navigation bar will appear, with options of Users, Cards, Units, Access Areas, and Access Levels. Click on **Access Levels**.



3. Double click on the Level row to bring up a screen similar to the "Add Level" button to make your changes. Hit **Submit** when you are finished.

The screenshot shows the PTI Security Systems web interface. The top navigation bar is yellow with the 'STORLOGIX' logo on the left and user information on the right. Below the navigation bar is a dark grey header with tabs for 'Users', 'Cards', 'Units', 'Access Areas', and 'Access Levels'. The main content area has a search bar and an 'Add Level' button. A table of access levels is displayed, with the first row, '\*Onboard', highlighted by a red rectangular box. The table has columns for a checkbox, the level name, and a three-dot menu icon. The footer of the page contains the copyright notice: '© Copyright PTI Security Systems 2019.'

<input type="checkbox"/>	Name	
<input type="checkbox"/>	*Onboard	⋮
<input type="checkbox"/>	24 Hour Access	⋮
<input type="checkbox"/>	aa1	⋮
<input type="checkbox"/>	Employee Only Access	⋮
<input type="checkbox"/>	Restricted Access	⋮
<input type="checkbox"/>	Standard Access	⋮