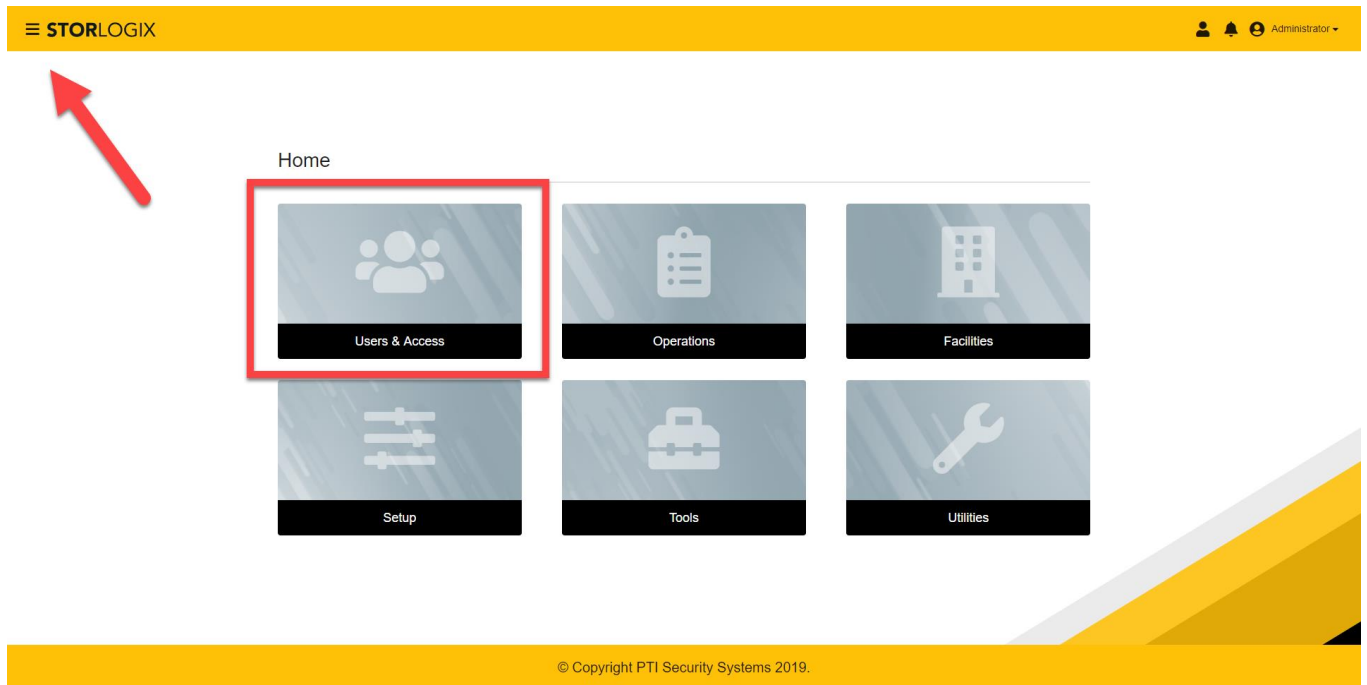# How to Add and Edit Access Levels in StorLogix

Adding and Editing Access Levels

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.

3. Click **Add Level.**

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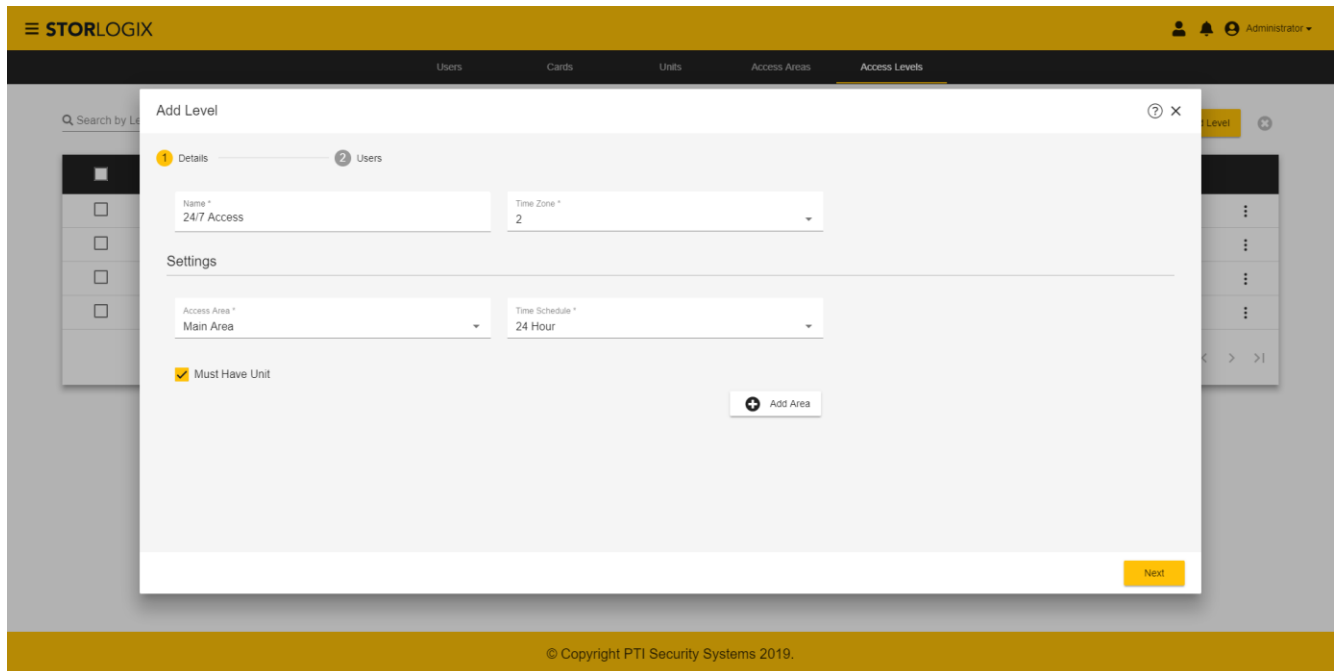
5. The User page requires you to grant access to a user.
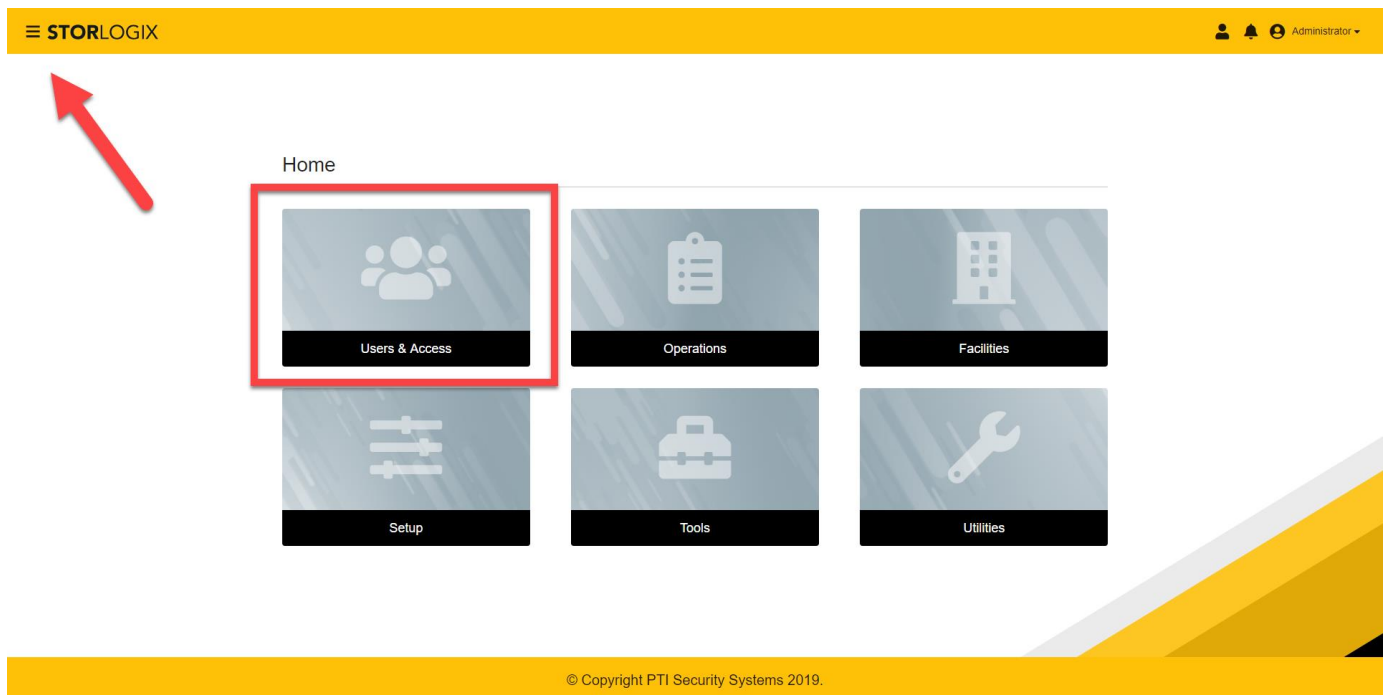   a. Type the users name in the **Search Bar,** check their name and click on **Submit.**
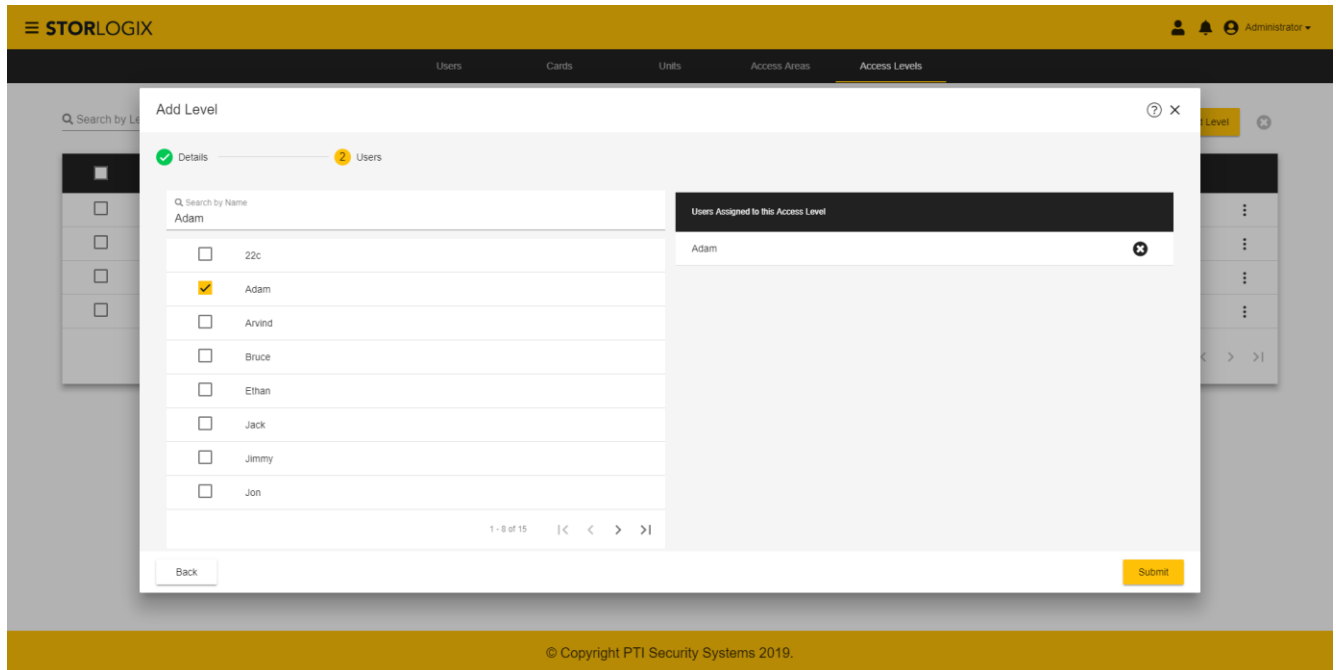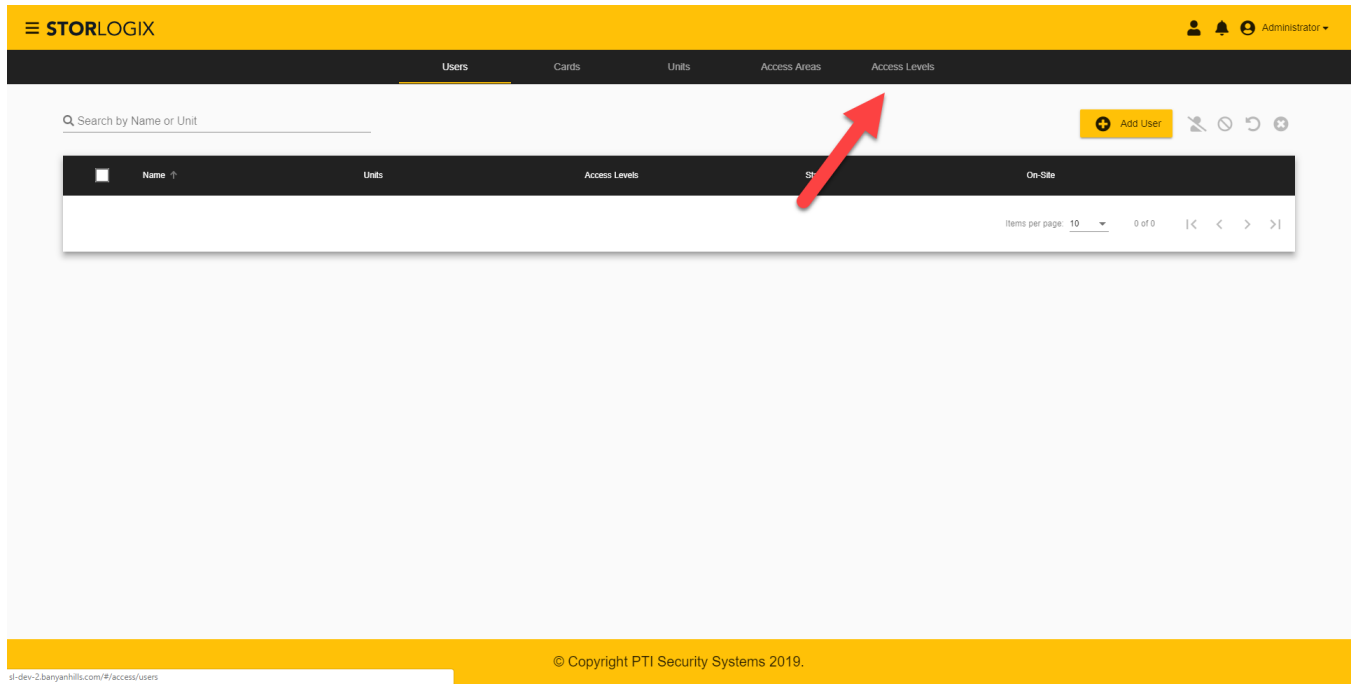
Editing Cards

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.