

Create a New Access Group

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1. Create a Schedule or Use an Existing Schedule for an Access Rule.
2. (I try to re-use as many time-based schedules as you can. As this could get very confusing and large) – You can make several access rules based on one schedule.

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3. After creating or re-using the Access Rule head over to the Access rules

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Click New > Access Rule (You can name it here, I suggest "School Initials - What its for - time) - Don't forget to set the Partition to the Correct School, or the people at the school will not be able to see it or use it)

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Select the time fame for the Access Rule

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Now click on Access Control > Cardholders and Credentials

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At the bottom, click Add an entity > Cardholder Group (you may also use an existing cardholder group) - Label this well, as it will be hard to locate when adding these groups to the cardholder.

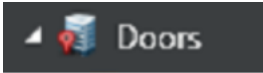
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Once you've created your cardholder group you will need to apply the access rule.
Click Access Rules and Select the access rule you wish to use.

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Now that you have set an access rule to a cardholder group (or single cardholder)

You will need to apply it to the door(s) or areas you wish this group to have access to.

Goto Area View > And find the Door  or Area  you wish for the rules to apply to.

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Make sure you remove the “All Open Rule” if there is one. This is applied by default when adding doors.

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Next we need to apply the groups to the cardholder. This function can be done in Config Tool or Security Desk.

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Search for your Cardholder:

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Double Click on the Cardholder, and choose the + sign under the cardholder group:

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Select your Cardholder Group and Bam! You got it!

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