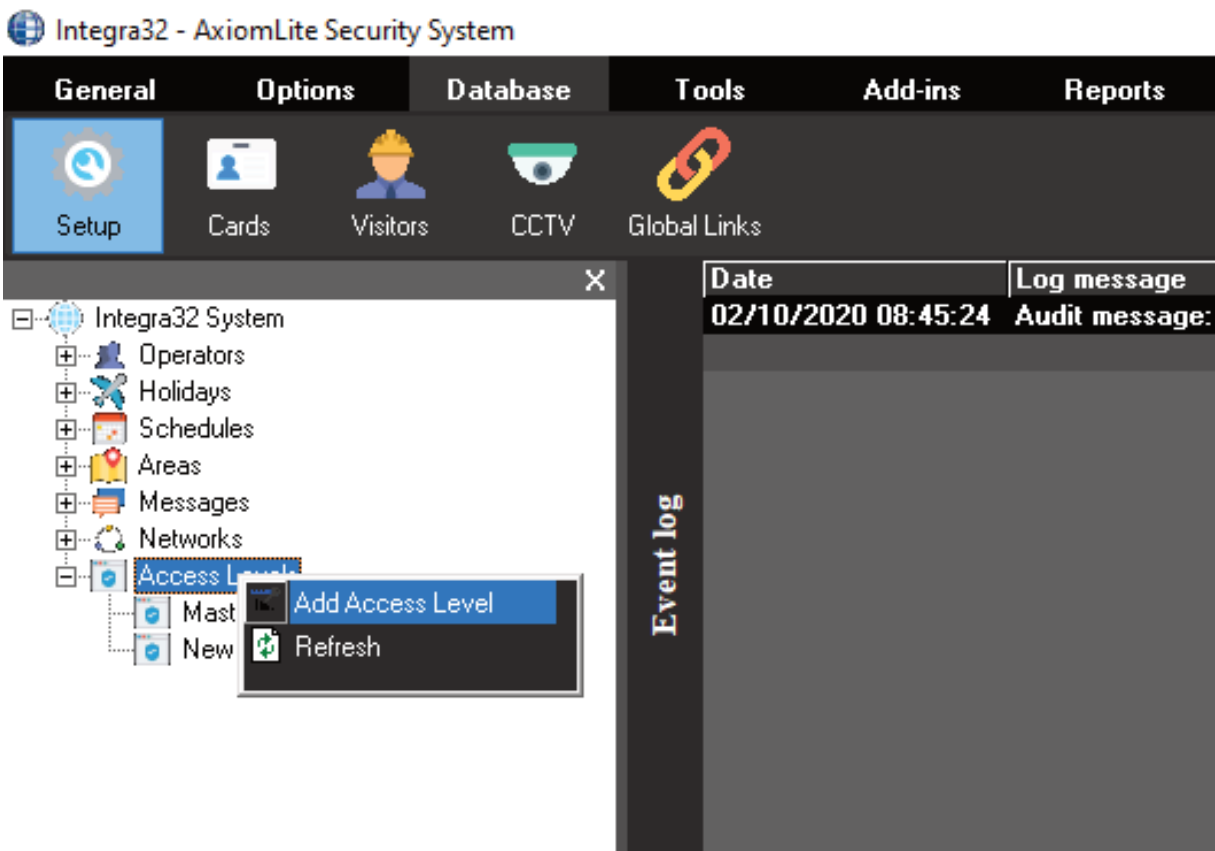




Technical Guide

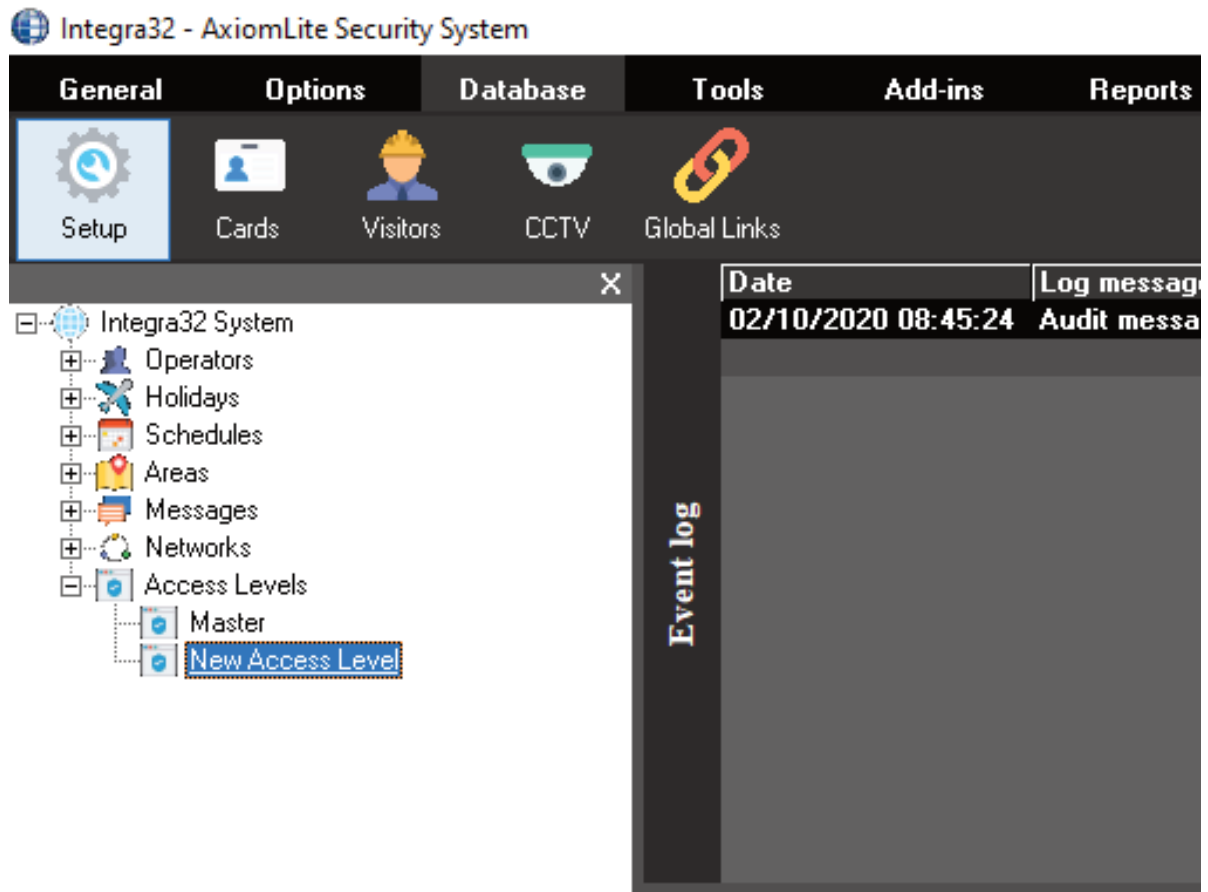
Adding/setting up an Access Level

Right click **Access levels**, then select **Add Access Level**.



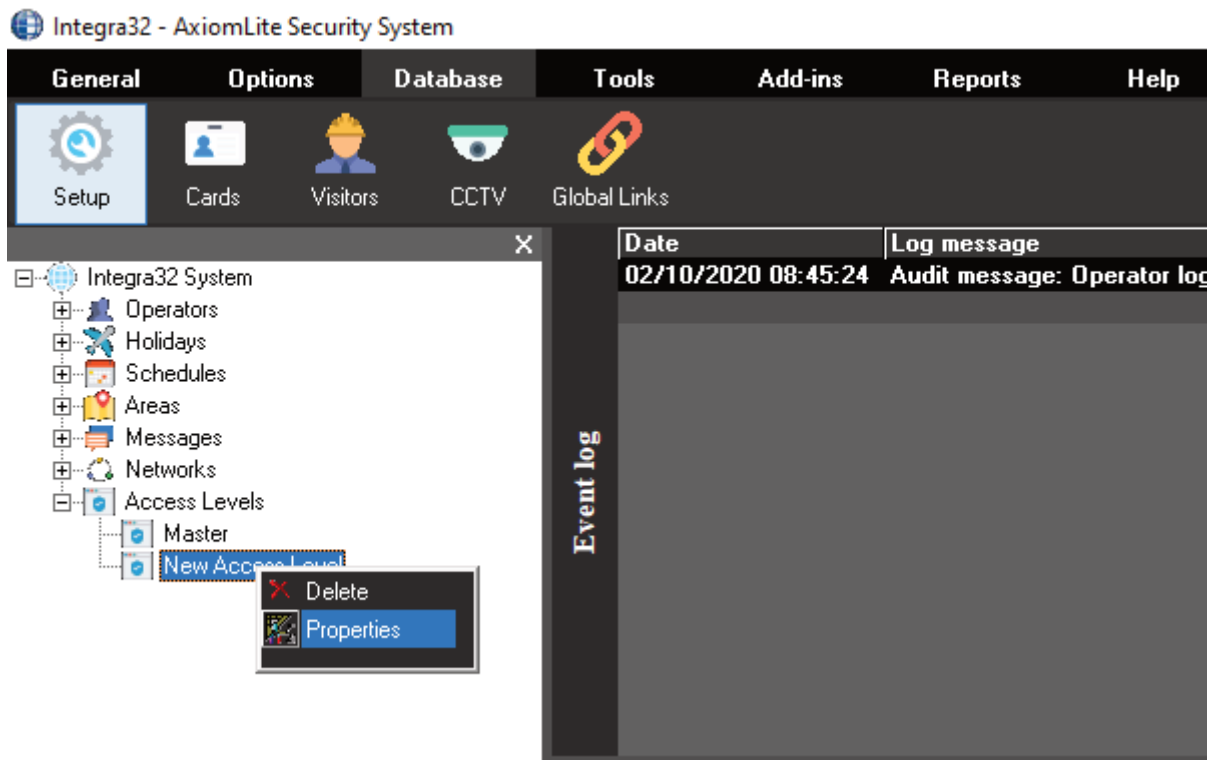
TGAL 3 – Adding/setting up an Access Level

This has now created a new access level. Now, you can assign it to a schedule.



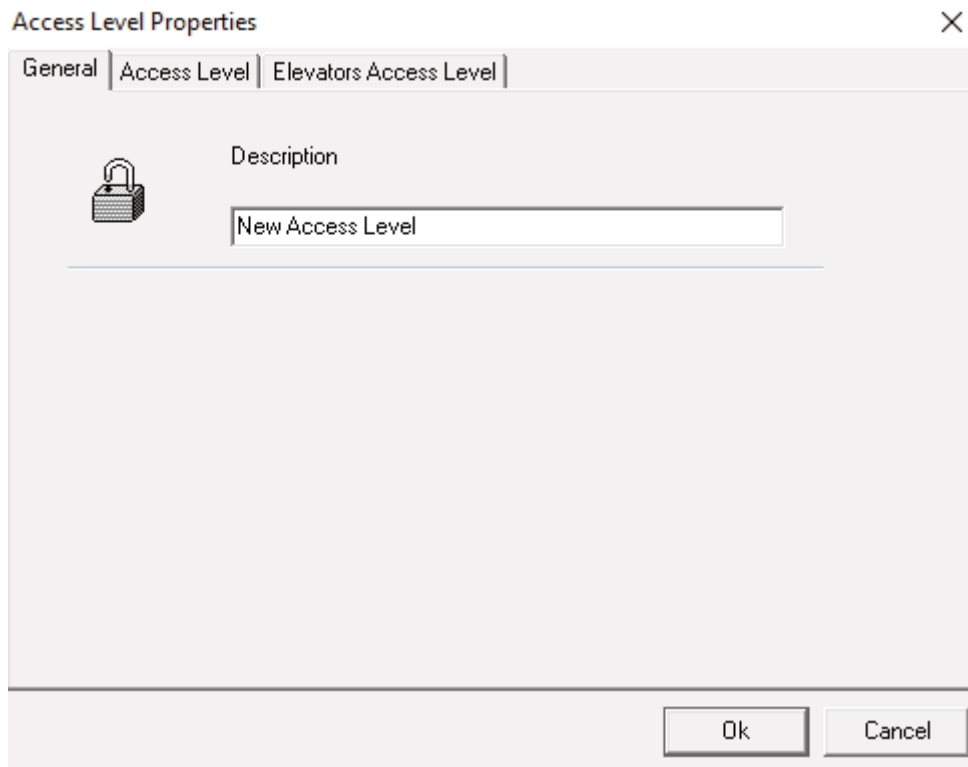
TGAL 3 – Adding/setting up an Access Level

Right click **Properties** in order to assign the schedule to an access level.



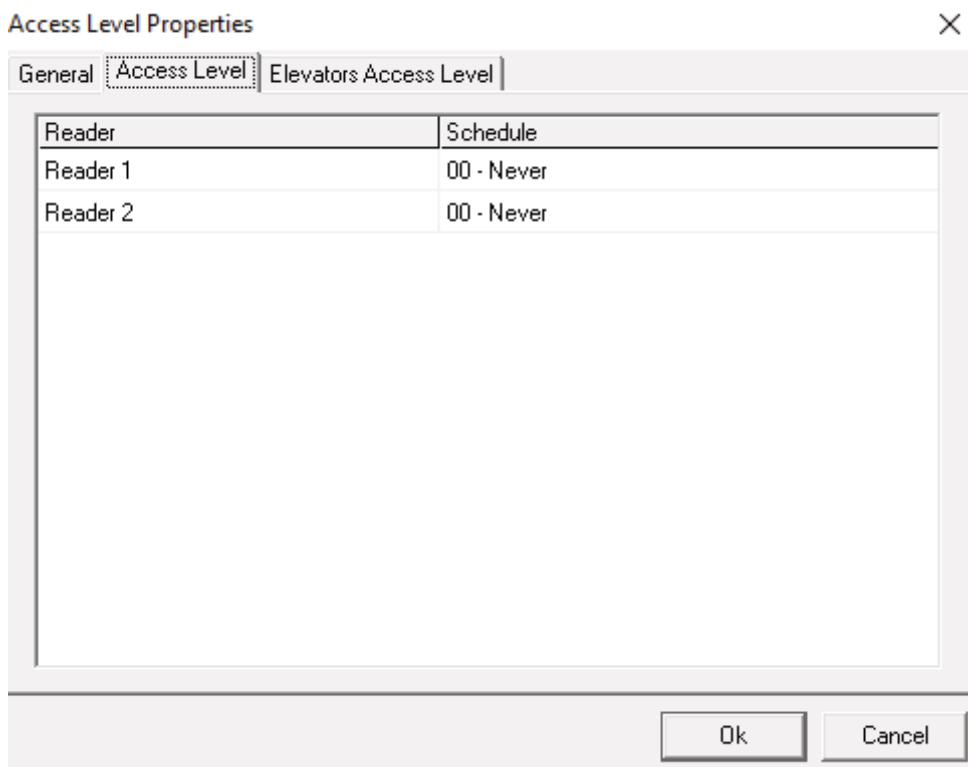
TGAL 3 – Adding/setting up an Access Level

Enter a **Description** of your choice.



The screenshot shows the 'Access Level Properties' dialog box with the 'Access Level' tab selected. A lock icon is visible on the left. The 'Description' field contains the text 'New Access Level'. The 'Ok' and 'Cancel' buttons are at the bottom right.

Scroll over to **Access Level**.



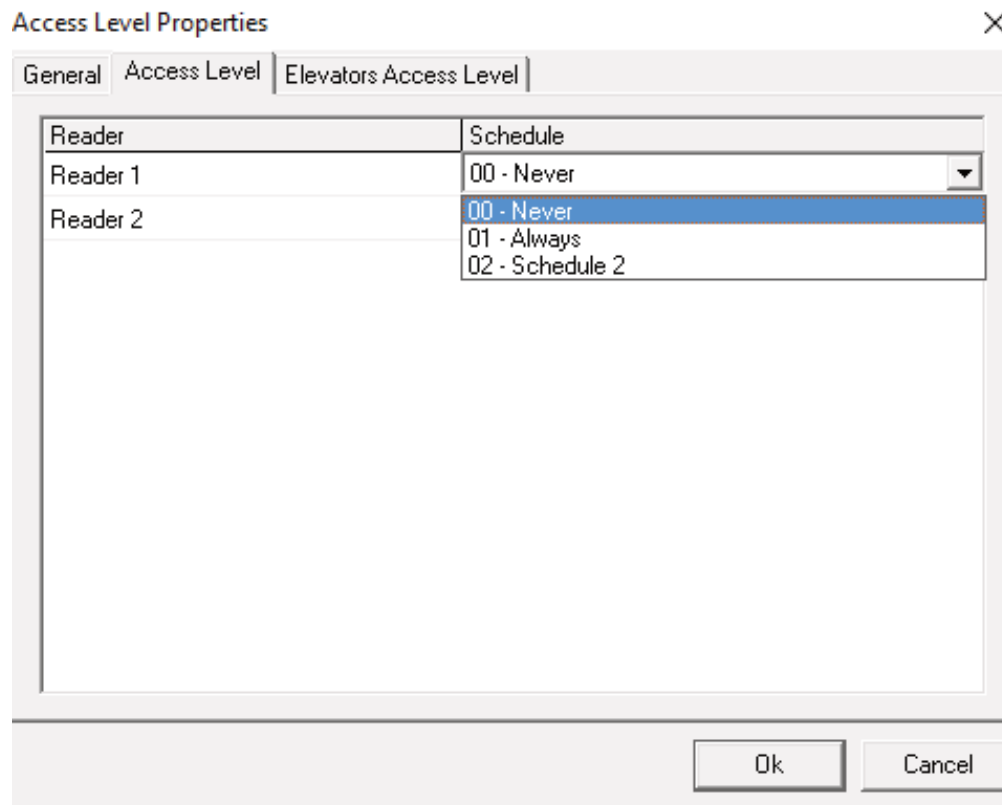
The screenshot shows the 'Access Level Properties' dialog box with the 'Access Level' tab selected. A table is displayed with the following data:

Reader	Schedule
Reader 1	00 - Never
Reader 2	00 - Never

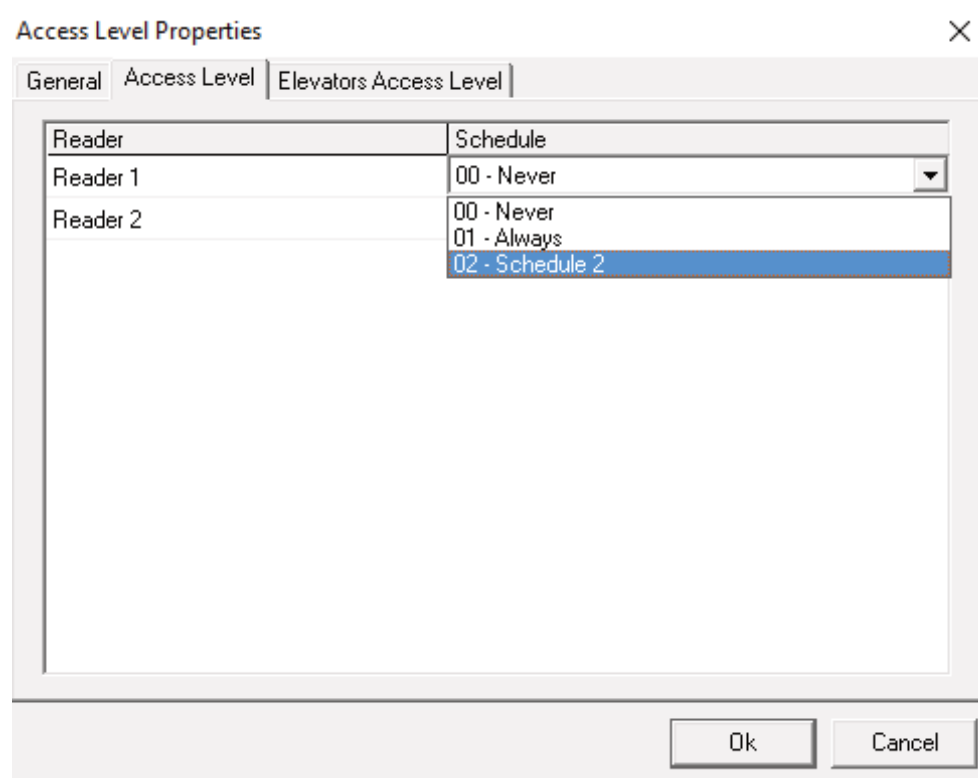
The 'Ok' and 'Cancel' buttons are at the bottom right.

TGAL 3 – Adding/setting up an Access Level

Under **Schedule**, you will see a dropdown box (downward arrow).

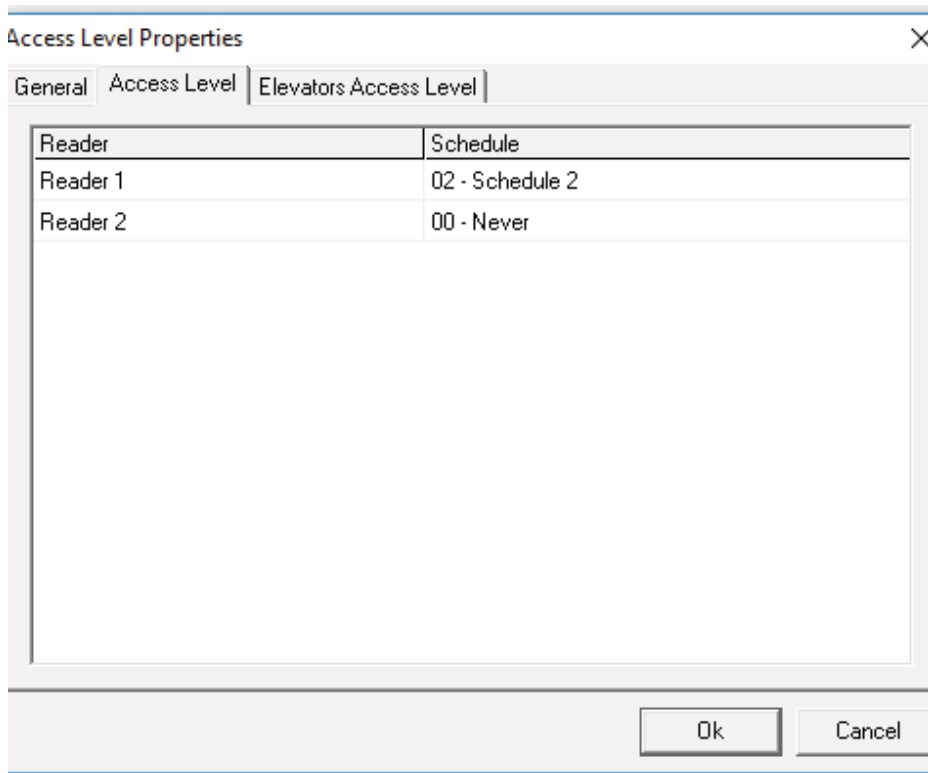


At the bottom, you will the Schedule that you created earlier on.



TGAL 3 – Adding/setting up an Access Level

Select your schedule, then click **Ok**.



Repeat steps 1-8 for additional access levels.