



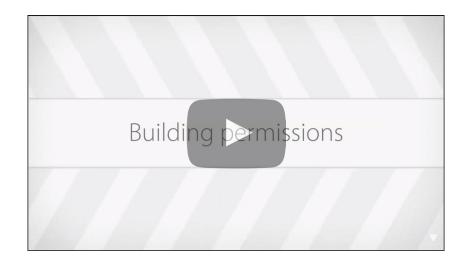
# How to create and use building permissions

#### Overview

Building permissions are used to restrict people's access to the devices in the system. A Building permission can be applied to an individual, or a selection of groups and individuals. A person's credentials are only accepted at devices they have Building permissions for.

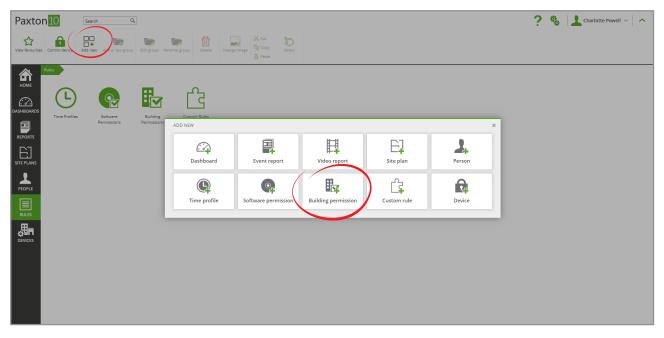
Building permissions can be found in the 'Rules' section in the software.

Continue reading below or click on the video link below to find out how to create building permissions.

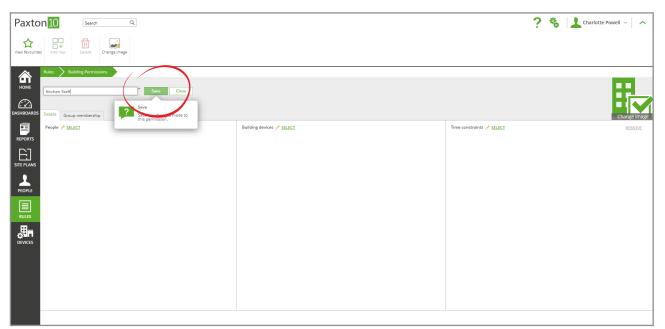


#### Create a new Building Permission

- 1. From the ribbon, select 'Add new'
- 2. Select 'Building permission'



- 3. Give the permission a name
- 4. Click 'Save' to finish creating the Permission, or continue to the next section



### Add a device to a Building permission

1. Click 'Select' next to Building devices to open the permissions screen

Paxton 10 Search Q		? 🍇 🛓	Charlotte Powell 🗸 📩 🦱
Vew favourities Add new Delete			
Rules         Building Permissions         Kitchen Staff           HOME         Kitchen Staff         Save         Close			E.
DASHBOARDS Details Group membership			Change image
People / SELECT REFORTS	Building devices  SELECT Devices	Time constraints 🥜 <u>SELECT</u>	REMOVE
STEPAANS	Prives that the people in this access to.		
PEOPLE			
RULS			
<b>DEVICES</b>			
	1		

2. Check the boxes next to each device, or group of devices, to add them to the permission then click 'OK'

Paxton 10 Search Q		? 🎄 🔝 Charlotte Powell 🗸 🔿
View ferourites Add new Delete Change image		
RECORD     Receive / SELECT       RECORD     Receive / SELECT	BUILDING PERMISSION - KITCHEN STAFF X	Encode And And And And And And And And And And

If a group of devices is selected, any device added to the group at a later date will automatically be included in the permission.

3. The people added to this permission will now have access to the selected device(s). Click 'Save', or continue to the next section to choose when the permission will be valid

### Add time constraints to a Building permission

1. Click 'Select' next to Time constraints to open the permissions screen, this time showing a list of time profiles

Paxton 10 Search Q		🕐 🐁 📘 Charlotte Powell — 🗼 🔨
View tavourines Add new Delete Change Image		
Rules         Building Permissions         Kitchen Staff           HOME         Kitchen Staff         Close		
DASHBOARDS Details Group membership		Change image
People / <u>SELECT</u> REPORTS	Building devices <mark>∕ <u>SELECT</u> ■ Kitchen</mark>	Time constraints / SELECT REMOVE
		prace are the struct provide the people in this permission will have access.
PEOPLE		
III RULES		
<b>B</b> evices		

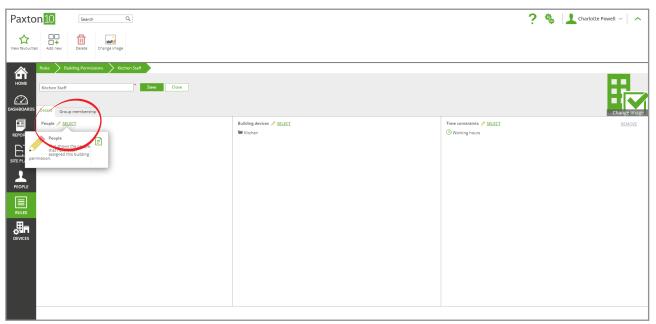
Paxto	n <mark>10</mark> Search Q				?	🍇 📘 Charlotte Powell 🖂 🧄
View favourite	Add new Delete Change Image					
номе	Rules Duilding Permissions Kitchen Staff	Search Q	BUILDING PERMISSION - KITCHEN STAFF	×		E.
DASHBOARDS	Details Group membership People d <sup>a</sup> <u>SELECT</u>	Time Profiles     One All the time     One Limpiadores		nstrali	ints 🖋 <u>SELECT</u>	Change image REMOVE
REPORTS		Working hours				
PEOPLE						
RULES						
DEVICES				OK Care		

- 2. Check the boxes next to each time profile that the permission will be valid for, then click 'OK'
- 3. The permission will now only be valid for the days and times above. Click 'Save', or continue to the next section to add people to the Permission

#### Add people to a Building permission

Any number of people can be added to a Building permission.

1. Click 'Select' next to People to open the permissions screen again, this time showing a list of people



2. Check the box for the people or groups to be included in the permission.

Paxto	n <mark>10</mark> Search Q		? 🎄 🔝 Charlotte Powell 🗸 🔥
View favourite	Add new Delete Change Image		
	Building Permission         Kachen Staff           Kitchen Staff         Seve         Clase           Datails         Group membership         People I SELECT	BUILDING PERMISSION - KITCHEN STAFF X	JEN 2

If a group of people is selected, any person added to the group at a later date will automatically be assigned the permission.

3. Select 'OK' to close the window, then 'Save'

## Example

Allow all kitchen staff to use the kitchen group of devices, but only during their working hours:

Paxton 10 Search Q		? 🎄 🕹 Charlotte Powell 🗸	^
View favourises Add new Delete Change image			
Rules         Building Permissions         Kitchen Staff           HOME         Kitchen Staff         Save         Cloperation	10		
DASHBOARDS Details Group membership		Change	e image
REPORTS People & <u>SELECT</u>	Building devices 🥒 <u>SELECT</u> Im Kitchen	Time constraints	NOVE
STEP LANS			
PEOPLE			
RULES			

Note: In this example, all kitchen staff have been put into a group called Kitchen Staff.

Any new kitchen staff that are added to the group in the future and will automatically be given this permission.