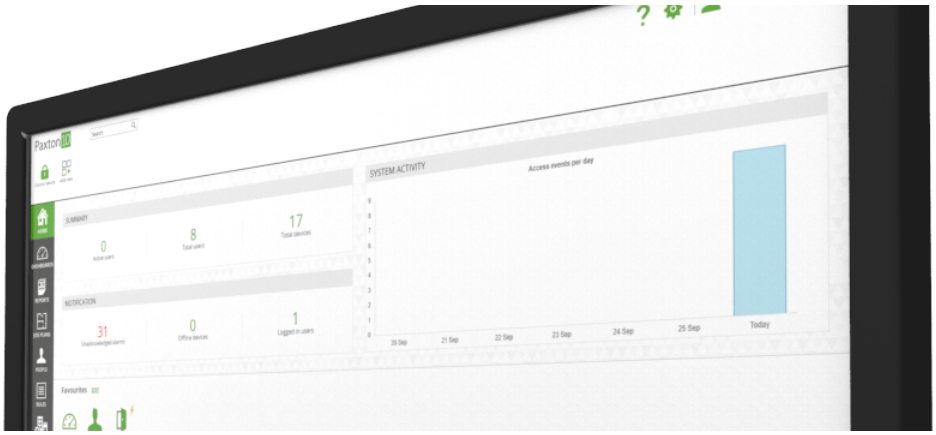


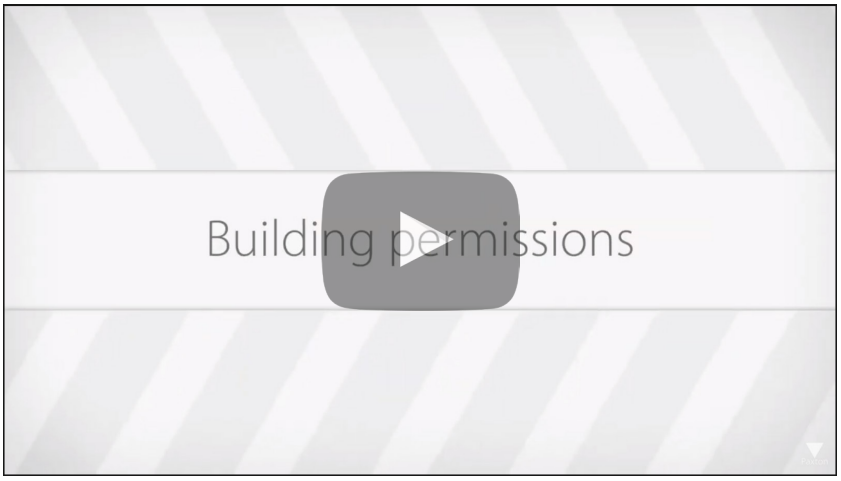
How to create and use building permissions

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.

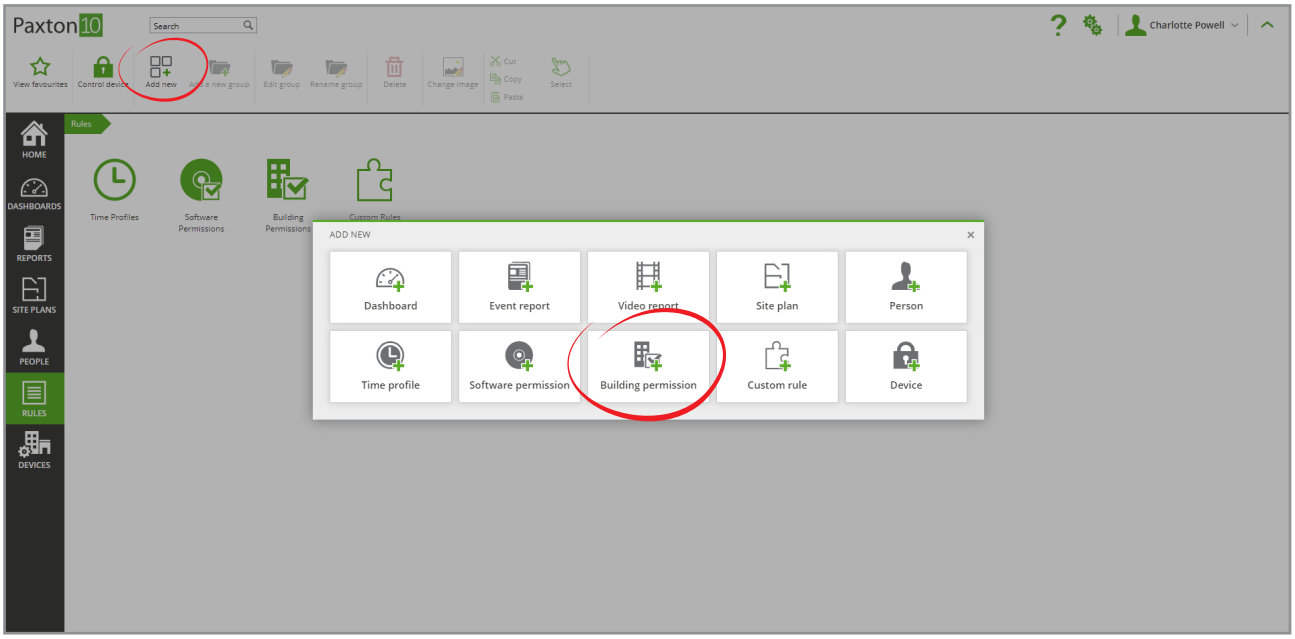
Continue reading below or click on the video link below to find out how to create building permissions.



Create a new Building Permission

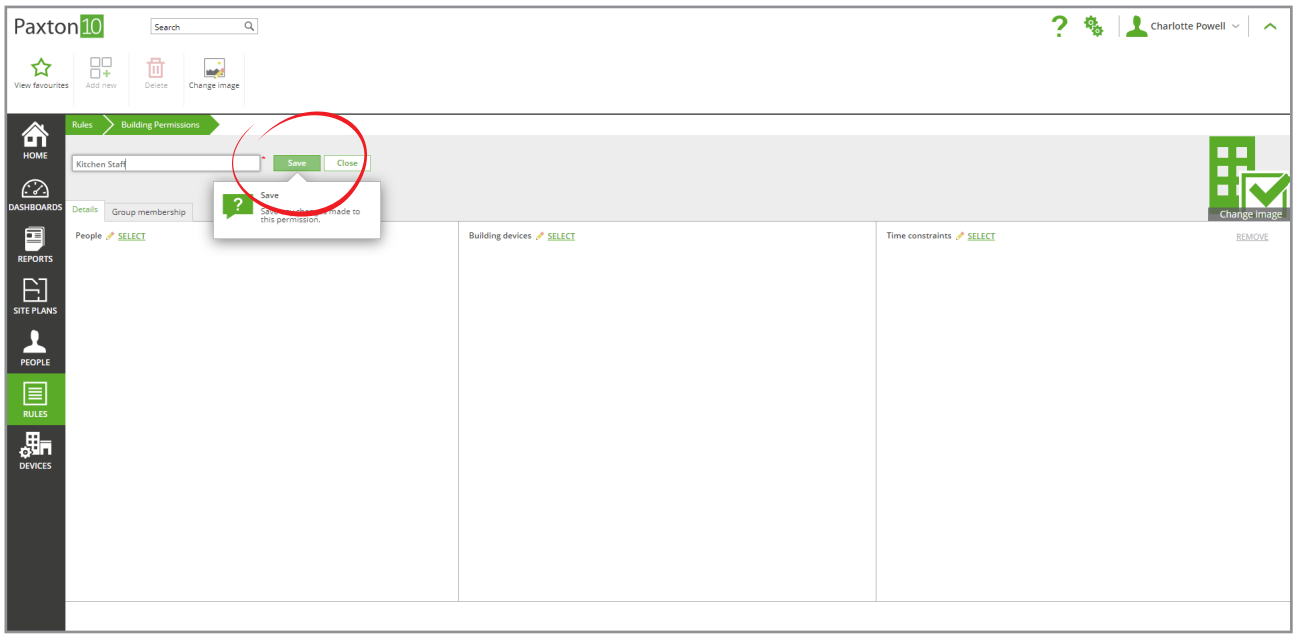
1. From the ribbon, select '**Add new**'

2. Select '**Building permission**'



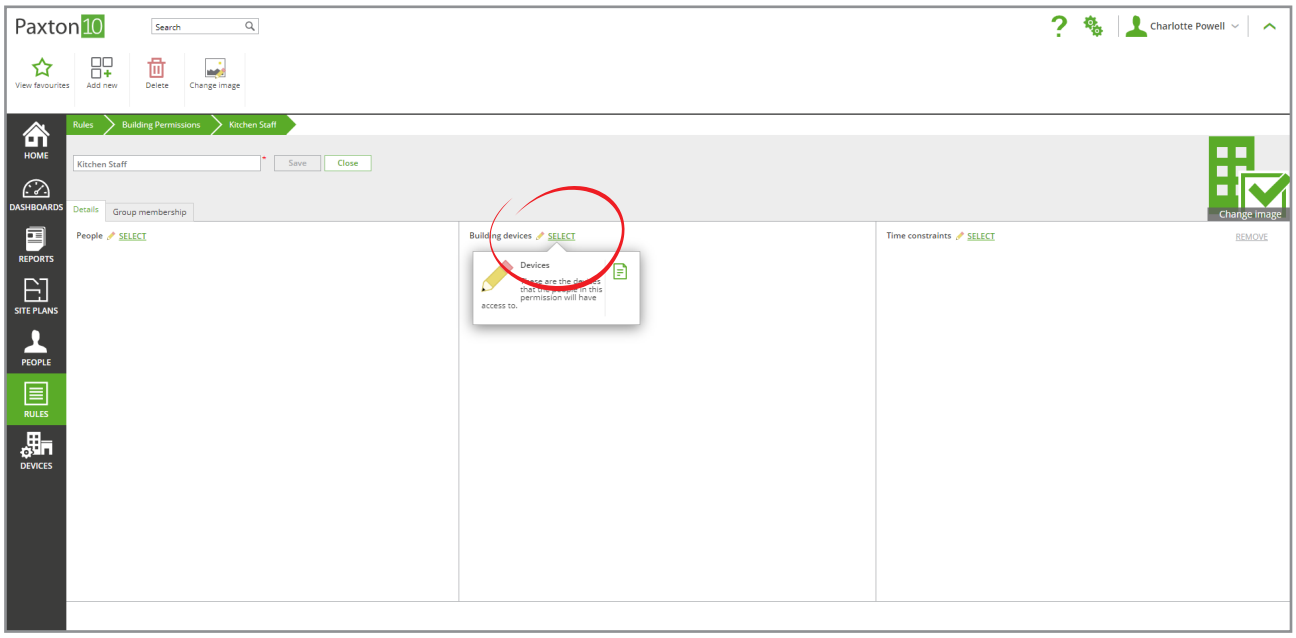
3. Give the permission a name

4. Click '**Save**' to finish creating the Permission, or continue to the next section

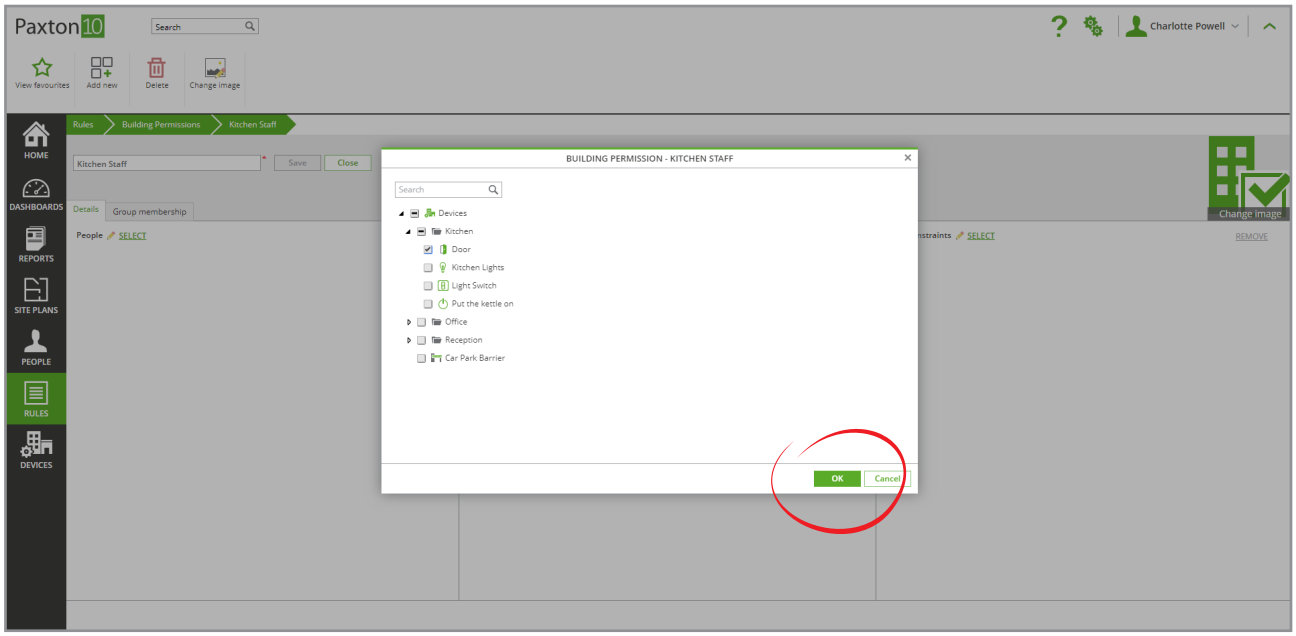


Add a device to a Building permission

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



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

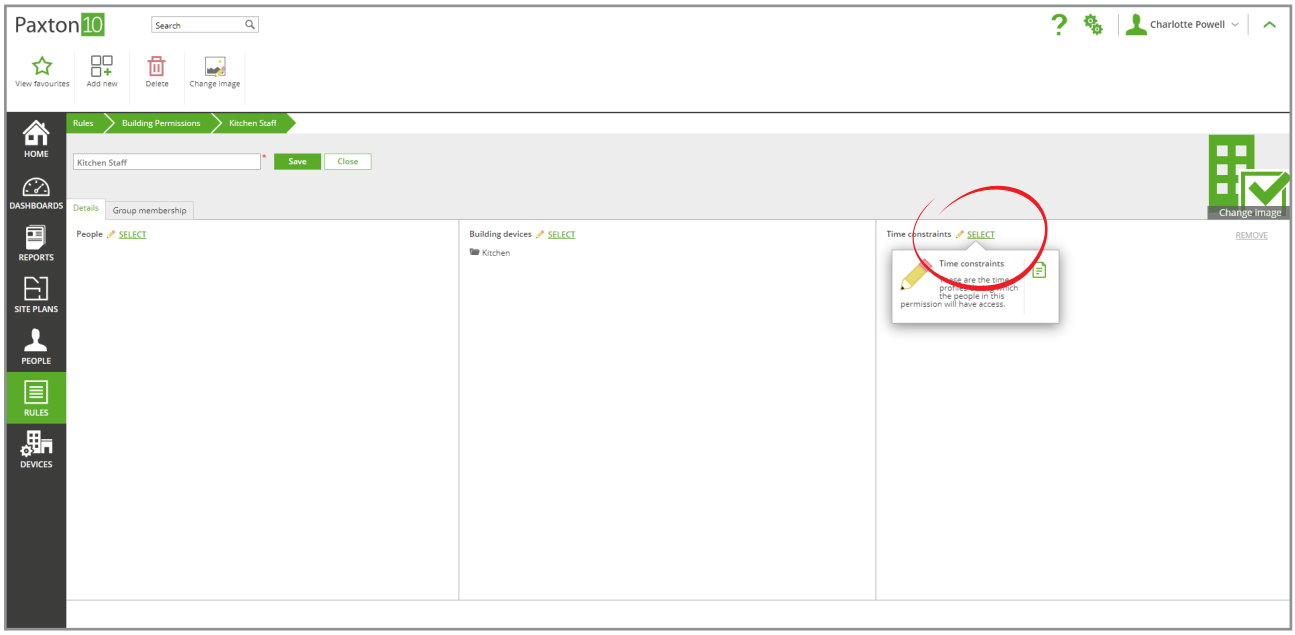


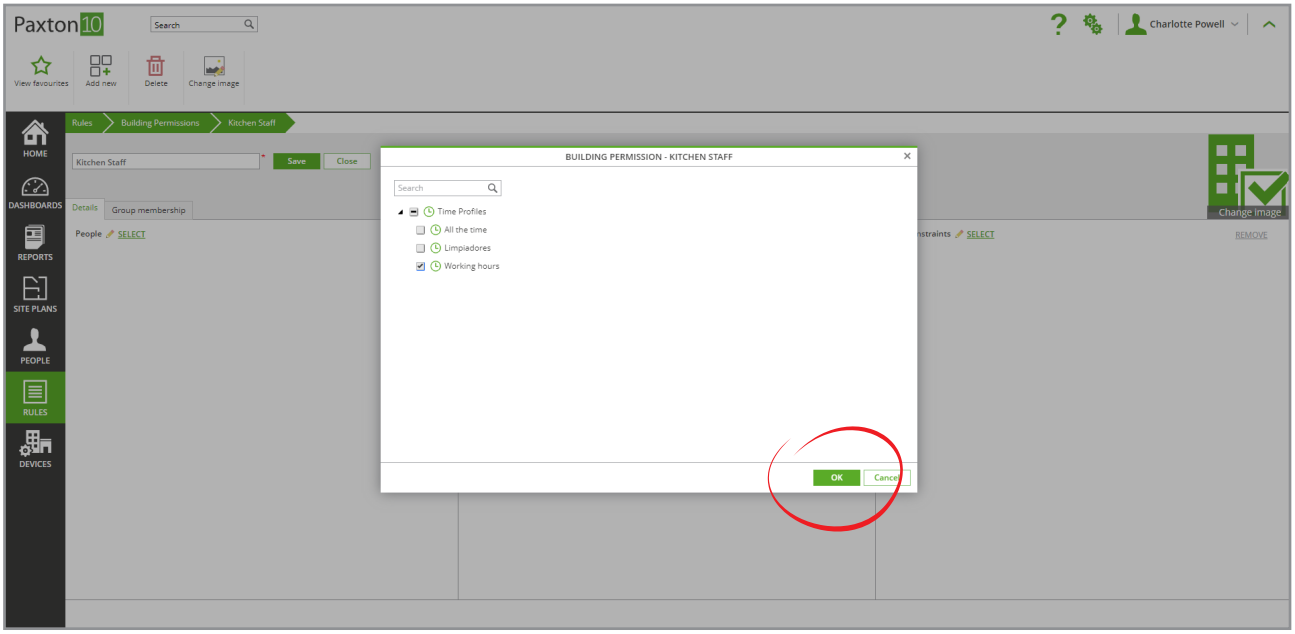
If a group of devices is selected, any device added to the group at a later date will automatically be included in the permission.

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





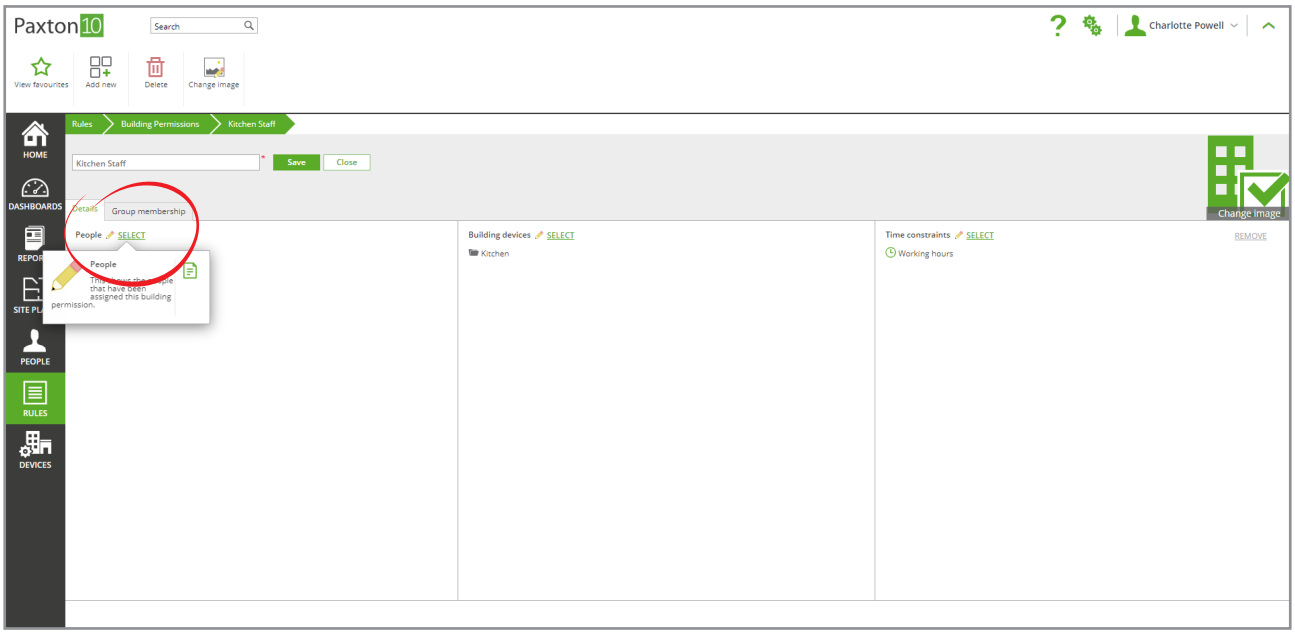
2. Check the boxes next to each time profile that the permission will be valid for, then click '**OK**'

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

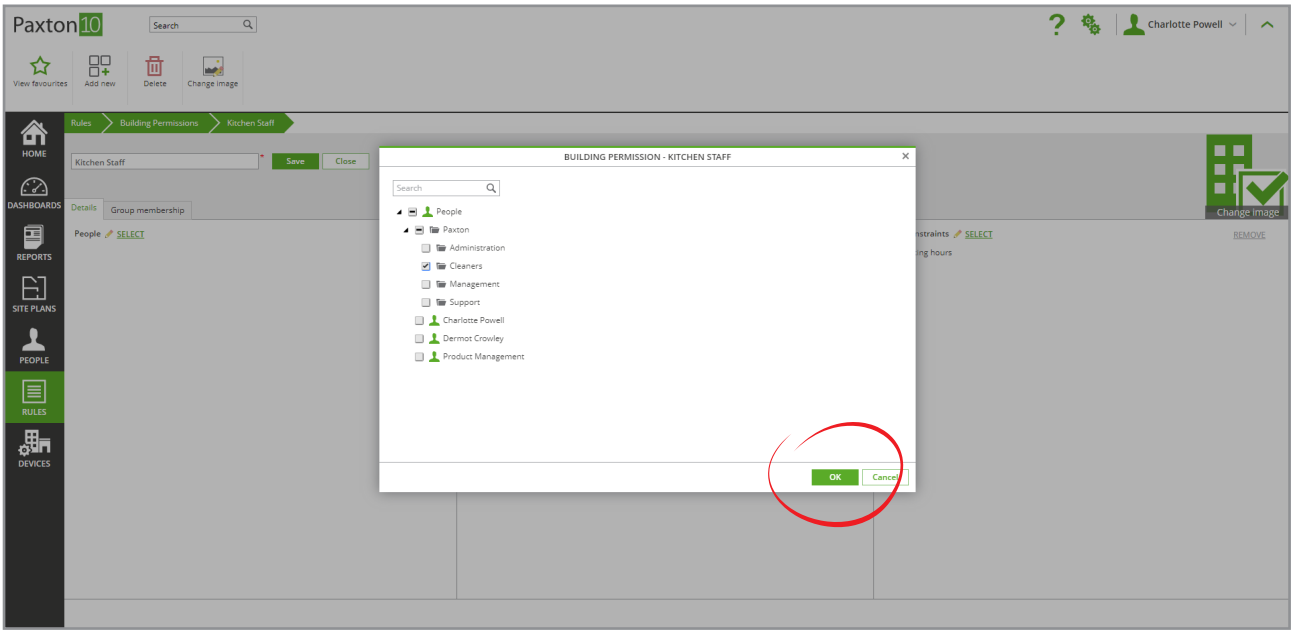
Add people to a Building permission

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.

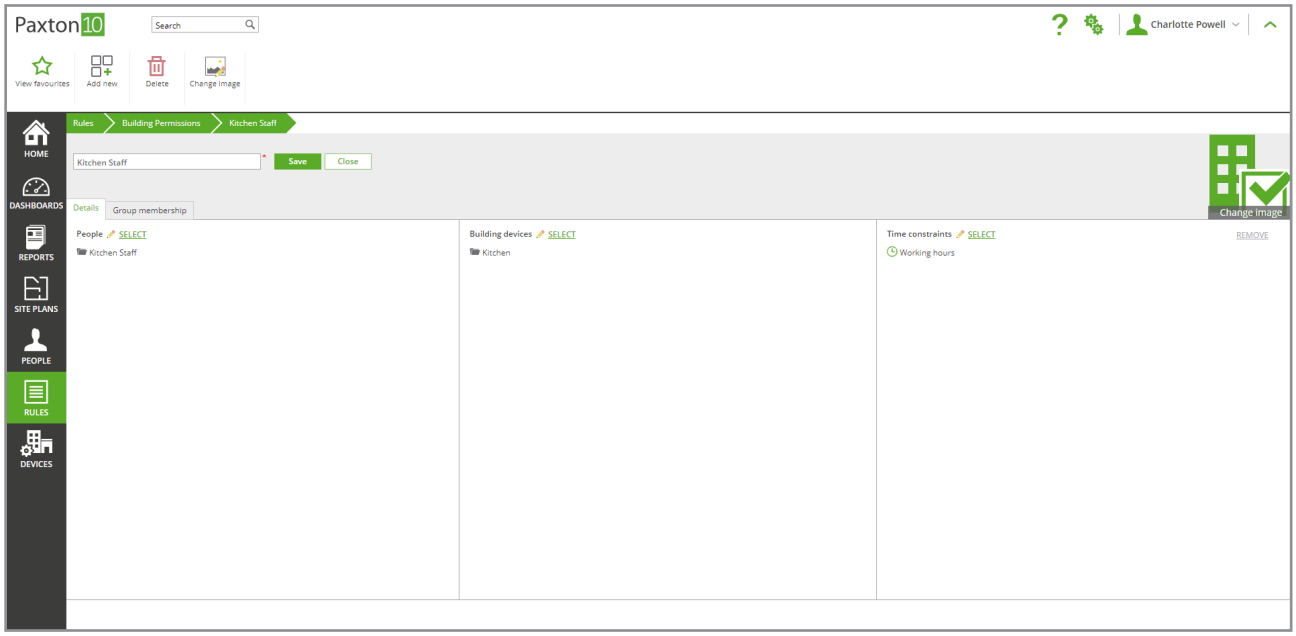


If a group of people is selected, any person added to the group at a later date will automatically be assigned the permission.

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:



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.

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