

# How to manage access levels

## Overview

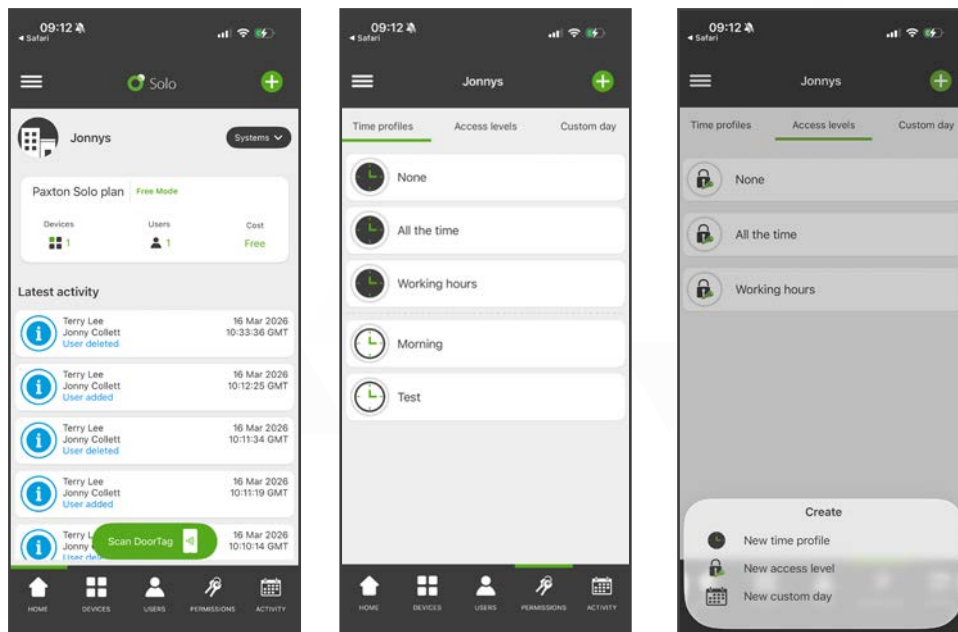
Using Solo's customisable access level system, easily define who can access specific areas and when, providing flexibility without compromising security.

Solo allows you to tailor permissions for each user, schedule access times and restrict entry to sensitive areas. With Solo's phone-based platform, managing access is simpler than ever.

## How to create an access level

There are three default access levels. All hours, all doors (non-editable), Working hours (editable) and No access (non-editable). To add additional access levels, please follow the instructions below.

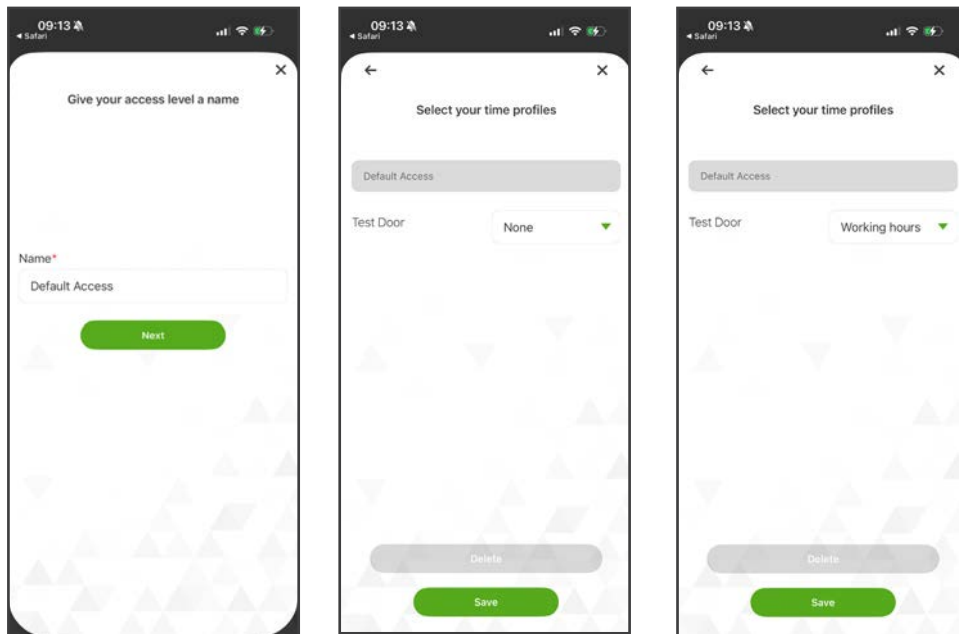
1. From the home screen, navigate to 'Permissions'.
2. Tap the green '+' icon in the top righthand corner.
3. Tap 'New access level'.



4. Give your access level a name and tap 'Next'.

You will now see a list of all access points on your system.

5. For each access point, tap the dropdown menu and select a time profile. This will be the time that users with this access level can gain entry through the access point.
6. Once you have set the time profile for each access point, tap 'Save'.



## Applying an access level

To apply an access level to a user, navigate to the user's record and select the access level required. Please see application note [APN-1217-ZA - How to add and manage users](#), for more information.