**Access Levels** are a logical grouping of readers that you can use to organize access. For example, you could add all outside door readers to an Access Level called “Outside Door Access”, and give a person who should only be able to access the outside doors correct access.

All of the items discussed in this section can be found in the ‘Access Levels’ section of BASIS. To view this section:
Managing Access Levels:
To Add an Access Level:

1. Open System Administration E.T.
2. Click on the Access Control menu, then click on Access Levels

3. Click on Add.
4. Write a name for the Access Level that makes sense to you and anyone else who may edit access for your segment in the future.
5. Select the Reader(s) you want as part of the Access Level.
6. Select the timezone you want applied to the Access Level. This will let the Access Level only work during the Timezone, and will not work otherwise. This means if you assign a cardholder to the Overnight Shift Access Level, like above, the cardholder will only be given access to those readers during the Overnight_Shift timezone.
7. Click Assign.
Access Levels

To modify an Access Level:

1. Select the access level you wish to change.
2. Click Modify
3. Make any name or interval changes you wish
4. Click OK

To delete an Access Level:

1. Select the access level you wish to delete.
2. Click delete.
3. Select OK.