Create an Access Level

Login to System Administration

Select Access Control dropdown menu and click Access Levels

Make sure to continue using the standard naming convention: Segment-Quad-Building-timeframe-description and update if necessary

Assign to Access Level to Reader: Make sure to select your reader or readers by the red check mark indication. Highlighting the reader is not sufficient.

Timezone: Select the matching (previously created) timezone

Click Assign: the arrow in between readers to assign and the readers already assigned (note: you cannot click this button until you have selected a reader and a timezone)
Once you make the selections the assign arrow becomes available. Note ADAT stands for All Days All Times.
After clicking assign the reader and applied timezone will appear in the section to the right.

Now click Ok at the bottom and your access level is created and ready to assign to cardholders.