Modify Access Level

Login to System Administration

Select Access Control dropdown menu and click Access Levels

To modify an access level, highlight the access level in question and click Modify
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)