How to set Your Door Access Control Unit to limit access based on memberships

There are two options to do this. However, before we get into the two options, there is some setup that needs to be done on your end.

It requires two locations to be made: One will be set up for 24 hours and the other location will be set to your operational hours. It would look something like this:

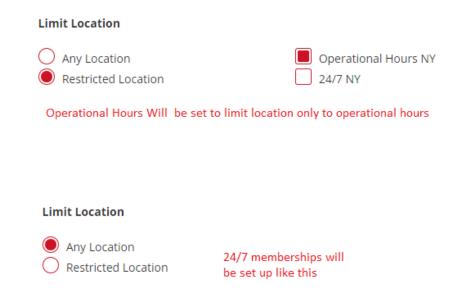| Business Locations							+ Add Loca
☑ **Operational Hours** GA ✖ **Disable Location**	☑ Sunday 8:00 AM - 5:00 PM	☑ Monday 8:00 AM - 5:00 PM	☑ Tuesday 8:00 AM - 5:00 PM	☑ Wednesday 8:00 AM - 5:00 PM	☑ Thursday 8:00 AM - 5:00 PM	☑ Friday 8:00 AM - 5:00 PM	☑ Saturday 8:00 AM - 5:00 PM
☑ **24/7 Hours** GA ✖ **Disable Location**	☑ Sunday not set	☑ Monday not set	☑ Tuesday not set	☑ Wednesday not set	☑ Thursday not set	☑ Friday not set	☑ Saturday not set

This is just an example, and it can be changed to whatever your operational hours are.

Once this is setup, then you would need to limit the location of all the memberships for your operational hours (without 24/7 access) to the location with your Operational hours.

And all the memberships for 24/7 access will be set to any location so they can get in at any point. You can edit your memberships by going to Setup > Memberships, Discounts, & Packages

Please see the image below for reference:

Limit Location

◯ Any Location
● Restricted Location

■ Operational Hours NY
☐ 24/7 NY

Operational Hours Will be set to limit location only to operational hours

Limit Location

● Any Location
◯ Restricted Location

24/7 memberships will be set up like this

Once the memberships are set accordingly, then we get into the two options for you to limit members without 24/7 access from getting into the gym.
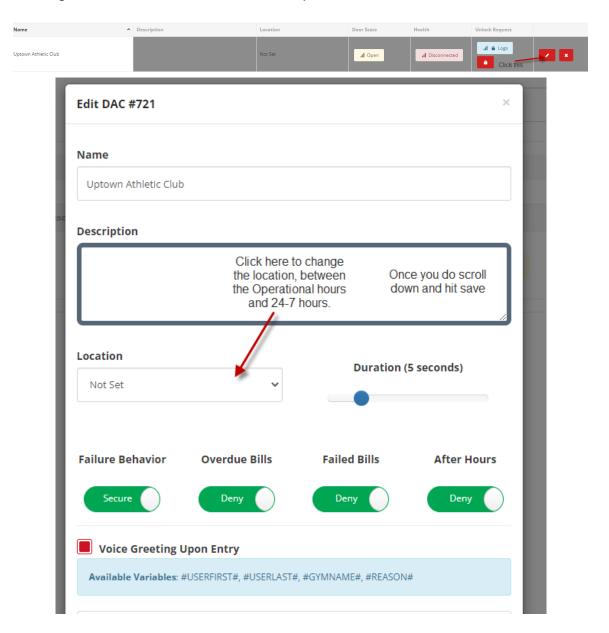
Option 1 is to prop the door open during your operational hours and then under Setup > Door Access Control. Make sure that the DAC's location is set to 24/7 hours. This way

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when everyone goes to leave for the day and the door is finally shut, only members with 24/7 access will be able to scan in.

Option 2 is to go to Setup > Door Access Control and hit the red edit button and change the location to Operational Hours when you get in in the morning. This will allow you to keep the door shut and everyone would still have to scan in to get entry.

Then when you go to leave for the night, you need to go back to Setup > Door Access Control and change the location settings back to 24/7 that way it stops anyone from entering that doesn't have a 24/7 membership.

Name		Description	Location	Door State	Health	Unlock Request	
Uptown Athletic Club	^		Not Set	Open	Disconnected	Logs / Click this	✏ ✖

Edit DAC #721   ✕

Name

Uptown Athletic Club

Description

Click here to change the location, between the Operational hours and 24-7 hours.

Once you do scroll down and hit save

Location

Not Set ⌄

Duration (5 seconds)

Failure Behavior	Overdue Bills	Failed Bills	After Hours
Secure	Deny	Deny	Deny

■ **Voice Greeting Upon Entry**

Available Variables: #USERFIRST#, #USERLAST#, #GYMNAME#, #REASON#

All images were from a test gym, please disregard the name of the gym