



8 TIPS TO CLEANUP YOUR ACCESS DATABASE



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Don't let old, stale access system data create hidden risks for your organization! Sielox helps simplify Spring Cleaning your access database with a fast, powerful utility that's built-into the Sielox Pinnacle™ Access Control Platform. This System Cleanup tool provides a simple, proactive way to confirm that overlooked, old data and settings are eliminated. Start a Spring Cleaning now – and enhance safety and security across your organization. Here's how it works:



First: Use the default Admin account to select:
Start Menu> Pinnacle> System Cleanup

Next: Step through the following 8 tests and actions in the drop-down list:

1. Unused Access Levels

This test shows Access Levels that are not assigned to any identities or credentials, and should be removed.

2. Duplicate Access Levels

This shows Access Levels that have the same readers and time zones assigned. Remove these redundancies.

3. Past-due Holidays

These Holidays have already occurred in the past – and should be removed.

4. Inactive Cardholders

These Cardholders are not active. Do they still need access? Confirm, or remove.



5. Expired Cardholders

These Cardholders have passed their planned Expiration Dates on the General tab. Do they still require access? Confirm, or remove.

6. Cardholders with no Cards issued

These Cardholders have no cards assigned to them, and can be removed.

7. Cardholders with no Access Levels assigned

These Cardholders have no Access Levels assigned, and can be removed.

8. Cardholders who have not used their card for the last (specified duration)

Choose the appropriate duration for cardholder nactivity and trigger deauthorization for anyone beyond that time threshold.

A robust Zero Trust policy can help improve security throughout an organization. These access database cleanups will improve your organizational safety and security, eliminating potential threats and liabilities before they become problematic. Not just for “spring cleaning”, this powerful and convenient utility can be run quarterly, monthly, or as often as you like to eliminate stale access data and potential security weaknesses. The Sielox Pinnacle Access Control Platform makes access security easier!



To learn more, please contact us at sielox.com/contact-us/ or visit [Sielox.com](https://sielox.com)