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- [illegible]

- Events

Monitor

Access

Config

Admin

Back

Forward

Filter

Clear

View Mode

Display New Events

User Filter

First Name

Last Name

Card Number

Device Filter

Monitoring

Events

Alarms

Active Clients

Reports

☒	01/13/2021 02:50:30
☐	01/13/2021 02:50:00
☐	01/13/2021 02:50:00

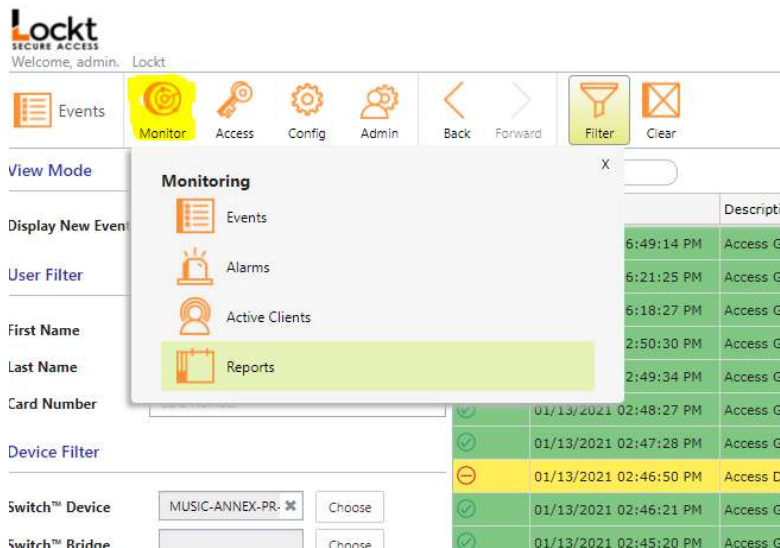
4. This allows you to view events.

The screenshot shows the 'Events' tab in the Lockt SecureAccess interface. The 'View Mode' is set to 'Occured'. The 'Display New Events' dropdown is set to 'Top'. The 'User Filter' section includes fields for 'First Name', 'Last Name', and 'Card Number'. The 'Device Filter' section includes a 'Switch™ Device' dropdown and a 'Switch™ Bridge' dropdown. The 'Area' and 'Location' dropdowns are also visible. The 'Event Type Filter' section includes checkboxes for 'Events', 'System', 'Access Granted', 'Access Denied', 'Communications', and 'Tamper/Power'. The main table displays a list of events with columns for 'Icon', 'Occurred', 'Description', 'User', 'Source', and 'Location'. The events are sorted by 'Occurred' date and time, showing a range of activities from 01/13/2021 06:21:25 PM to 01/13/2021 03:41:33 PM.

5. You may choose filters. If searching by First Name or Last Name, it is case sensitive. Choose device and specific event using Event Type Filter. Select Search when the filters are set.

The screenshot shows the 'Events' tab in the Lockt SecureAccess interface with filters applied. The 'View Mode' is set to 'Occured'. The 'Display New Events' dropdown is set to 'Top'. The 'User Filter' section includes fields for 'First Name', 'Last Name', and 'Card Number'. The 'Device Filter' section includes a 'Switch™ Device' dropdown set to 'MUSIC-ANNEX-PR-111' and a 'Switch™ Bridge' dropdown. The 'Area' and 'Location' dropdowns are also visible. The 'Event Type Filter' section includes checkboxes for 'Events', 'System', 'Access Granted', 'Access Denied', 'Communications', and 'Tamper/Power'. The main table displays a list of events with columns for 'Icon', 'Occurred', 'Description', 'User', 'Source', and 'Location'. The events are filtered to show only those related to 'MUSIC-ANNEX-PR-111' and 'Access Granted' events. The events are sorted by 'Occurred' date and time, showing a range of activities from 01/12/2021 06:49:14 PM to 01/15/2021 05:10:30 AM.

- Navigate to the Reports page under the Monitor menu.



- Select a Report.
 - Event History – Same as above but can apply custom date and time Date Range from dropdown.

Date and Time Filter

Date Range

Any Time

User Filter

First Name

First Name

Last Name

Last Name

Card Number

Card Number

Device Filter

Switch™ Device

Choose

Switch™ Bridge

Choose

Area

Location

Orientation

Landscape

Generate

Export as PDF

Export CSV

Save As Custom Report

Event Type Filter

☐ Events

☐ System
 ☒ Access Granted
 ☐ Access Denied
 ☐ Communications
 ☐ Tamper/Power

- Audits – Changes made to the system reports

The screenshot shows a configuration panel for the Audits report. It contains five dropdown menus: Orientation (set to Landscape), Group By (set to Any/All), Audit Type (set to Any/All), User (set to Any/All), and Date Range (set to Any Time). Below these menus are four buttons: Generate, Export as PDF, Export CSV, and Save As Custom Report.

- User Access Level Report – Choose an Access Level from the dropdown to check the users that have the Access Level

The screenshot shows a configuration panel for the User Access Level Report. It features a text input field for Access Level, a Choose button, and four buttons at the bottom: Generate, Export as PDF, Export CSV, and Save As Custom Report.

- Users With Access to Access Points – Choose the core from the dropdown to check the users that have access to that core.

The screenshot shows a configuration panel for the Users With Access to Access Points report. It includes a text input field for Switch™ Device, a Choose button, and four buttons at the bottom: Generate, Export as PDF, Export CSV, and Save As Custom Report.

- Schedules – A report of Schedules in the system.

Schedules

Generate Export as PDF Export CSV

- Access Levels – A report of Access Levels in the system.

Access Levels

Generate Export as PDF Export CSV

- Users – A report of Users. If blank is chosen, it shows all. Choose from the dropdown for individual Users.

Users

Choose

Generate Export as PDF Save As Custom Report

- Once a report has been generated to satisfaction, it may be exported to PDF or CSV. User reports can be exported to CSV on the User page in the Access menu which is in the format to do an import.

Users Monitor Access Config Admin Back Forward Create Save Cancel Filter Import Export PDF Export All to CSV

Name

Admin, Admin