

Monitor And Reports

1. Login to the Lockt Software.

sernar	ne
8	Your username
asswo	d
ð	

2. From the Home screen of the Lockt Software.

Next Backup	01/7/2			Hind Report
Next Backup	91/7/2	0		1 inset found.
Next Backup	01/7/2			
	12:00:00	AM	Clients	1
Last Backup	01/6/2 12/00/07	1021 AM		
tion	User	Source	Switch ^{ree} Bridge	Location
ful Sign In	Doe, John (jdoe)	Lockt		
Dut	Admin, Admin (admin)	Lodit		
tal Sign In	Admin, Admin (admin)	Locist		
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3. Navigate to the Events page under the Monitor menu.



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4. This allows you to view events.

Events N	Monitor Access Co	nfig Admin	Sack For	sard Filter Cear				
View Mode			III Q.	Occurred				
Directory New Events	700		Icon	Occurred	Description	User	Source	Location
Display New Events	iop		\oslash	01/13/2021 06:21:25 PM	Access Granted		MUSIC-ANNEX-PR-111	
User Filter			ଝ	01/13/2021 06:18:32 PM	Motor Retry		MUSIC-ANNEX-PR-111	
			\oslash	01/13/2021 06:18:27 PM	Access Granted		MUSIC-ANNEX-PR-111	
First Name	First Name	*	сç	01/13/2021 06:16:05 PM	Successful Sign In	Admin, Admin (admin)	Lockt	
Last Name	Last Name	×	S.	01/13/2021 06:11:06 PM	Signed Out		Lockt	
Card Number	Card Number		ଝ	01/13/2021 06:10:44 PM	Successful Sign In	and the second se	Lockt	
Device Filter			ଝ	01/13/2021 06:09:47 PM	Unsuccessful Sign In (Incorrect Password)		Lockt	
			8	01/13/2021 06:09:08 PM	Successful Sign In	Admin, Admin (admin)	Lockt	
Switch™ Device		Choose	8	01/13/2021 06:08:13 PM	Unsuccessful Sign In (Incorrect Password)		Lockt	
Switch™ Bridge		Choose	8	01/13/2021 06:07:58 PM	Signed Out	Admin, Admin (admin)	Lockt	
Area			8	01/13/2021 05:35:23 PM	Successful Sign In	Admin, Admin (admin)	Lockt	
Location			8	01/13/2021 05:21:39 PM	Successful Sign In	Admin, Admin (admin)	Lockt	
			8	01/13/2021 05:00:00 PM	Schedule Inactive - NC-UNC-PMB-8AM-5PM-M-F		Lockt	
Event Type Filter			8	01/13/2021 04:59:19 PM	Successful Sign In	Admin, Admin (admin)	Lockt	
			8	01/13/2021 04:47:14 PM	Successful Sign In	Admin, Admin (admin)	Lockt	
> V Evens	T		8	01/13/2021 04:28:39 PM	Successful Sign In	Admin, Admin (admin)	Lockt	
> 🗹 🧭 Acces	s Granted		8	01/13/2021 04:11:52 PM	Successful Sign In	Admin, Admin (admin)	Lockt	
V OAcces	s Denied		8	01/13/2021 03:55:52 PM	Signed Out	Admin, Admin (admin)	Lockt	
⊳ 🗹 👳 Comn	nunications		ଝ	01/13/2021 03:48:35 PM	Successful Sign In	Admin, Admin (admin)	Lockt	
⊳ 🗹 ∂ ^{pi} tampe	er/Power		Q6	01/13/2021 03:48:31 PM	Signed Out	Admin, Admin (admin)	Lockt	
			8	01/13/2021 03:48:20 PM	Successful Sign In	Admin, Admin (admin)	Lockt	
			8	01/13/2021 03:41:33 PM	Signed Out	Admin, Admin (admin)	Lockt	

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.

Secure Access Welcome, admin.	Lockt							01/13/	2021 07:01 PM 📙 🔛 🛄 0 0 Hom
Events	Monitor Access Cor	hfig Adm	nin B	ack Forv	vard Filter				
View Mode				III Q.	Dccurred				
Dicelau New Events	Top		-	Icon	Occurred	Description	User	Source	Location
Display New Evene	3 100			\oslash	01/13/2021 06:49:14 PM	Access Granted		MUSIC-ANNEX-PR-111	
User Filter				\oslash	01/13/2021 06:21:25 PM	Access Granted		MUSIC-ANNEX-PR-111	
				\oslash	01/13/2021 06:18:27 PM	Access Granted		MUSIC-ANNEX-PR-111	
First Name	First Name		×	\oslash	01/13/2021 02:50:30 PM	Access Granted		MUSIC-ANNEX-PR-111	
Last Name	Last Name		×	\oslash	01/13/2021 02:49:34 PM	Access Granted		MUSIC-ANNEX-PR-111	
Card Number	Card Number			\oslash	01/13/2021 02:48:27 PM	Access Granted		MUSIC-ANNEX-PR-111	
Device Filter				\oslash	01/13/2021 02:47:28 PM	Access Granted		MUSIC-ANNEX-PR-111	
				Θ	01/13/2021 02:46:50 PM	Access Denied (No PIN Presented)		MUSIC-ANNEX-PR-111	
Switch [™] Device	MUSIC-ANNEX-PR- 🕷	Choose		\oslash	01/13/2021 02:46:21 PM	Access Granted		MUSIC-ANNEX-PR-111	
Switch™ Bridge		Choose		\oslash	01/13/2021 02:45:20 PM	Access Granted		MUSIC-ANNEX-PR-111	
Area			-	\oslash	01/13/2021 02:44:10 PM	Access Granted		MUSIC-ANNEX-PR-111	
Location			-	\oslash	01/13/2021 02:23:43 PM	Access Granted		MUSIC-ANNEX-PR-111	
				\oslash	01/13/2021 06:23:07 AM	Access Granted		MUSIC-ANNEX-PR-111	
Event Type Filter				\oslash	01/13/2021 06:22:58 AM	Access Granted		MUSIC-ANNEX-PR-111	
				Θ	01/13/2021 06:21:07 AM	Access Denied (Outside Schedule)		MUSIC-ANNEX-PR-111	
 Events OPsure 	tem			Θ	01/13/2021 05:24:01 AM	Access Denied (Outside Schedule)		MUSIC-ANNEX-PR-111	
> 🗸 🥹 3,54	tess Granted			Θ	01/13/2021 05:23:23 AM	Access Denied (Outside Schedule)		MUSIC-ANNEX-PR-111	
	tess Denied			Θ	01/13/2021 05:22:27 AM	Access Denied (Outside Schedule)		MUSIC-ANNEX-PR-111	
> 🗌 👰 Con	mmunications			\oslash	01/13/2021 05:20:39 AM	Access Granted		MUSIC-ANNEX-PR-111	
⊳ 🗌 ∂ ^p Tam	nper/Power			\oslash	01/13/2021 05:18:30 AM	Access Granted		MUSIC-ANNEX-PR-111	

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6. Navigate to the Reports page under the Monitor menu.

Velcome, admin.	Lockt								
Events	Monitor	Access	Config	Admin	Back	Forward	Filter	Clear	
View Mode	Monito	oring					х		
Dicplay New Event		Events							Descriptio
Display New Lven	- U							6:49:14 PM	Access Gr
User Filter		Alarms						6:21:25 PM	Access Gr
First Name	Q	Active C	lients					6:18:27 PM	Access Gr
ristivane		_						2:50:30 PM	Access Gr
Last Name		Reports						2:49:34 PM	Access Gr
Card Number	Garaman	IDCI			${ \ }$	01/	13/2021 (02:48:27 PM	Access Gr
Device Filter					\bigcirc	01/	13/2021 (02:47:28 PM	Access Gr
					$-\Theta$	01/	13/2021	02:46:50 PM	Access De
Switch [™] Device	MUSIC-	ANNEX-PR	× Cr	loose	\oslash	01/	13/2021	02:46:21 PM	Access Gr
Switch™ Bridge			C	loose	\bigcirc	01/	13/2021	02:45:20 PM	Access Gr

7. Select a Report.

• Event History – Same as above but can apply custom date and time Date Range from dropdown.

Date and Time	Filter	Event Type Filter
Date Range	Any Time 💌	Events
User Filter		Constraints Constraints Constraints Constraints Constraints Constraints Constraints
First Name	First Name	 ▷ □ ⊖Access Denied ▷ □ @ Communications
Last Name	Last Name	▷ 🗌 P Tamper/Power
Card Number	Card Number	
Device Filter		
Switch™ Device	Choose	
Switch™ Bridge	Choose	
Area	•	
Location		
Orientation	Lanoscape	
Generate	xport as PDF Export CSV Save As Custom Report	

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• Audits – Changes made to the system reports

Orientation	Landscape 👻
Group By	Any/All 👻
Audit Type	Any/All 👻
User	Any/All 👻
Date Range	Any Time 🔻
Generate	Export as PDF Export CSV Save As Custom Report

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

Access Level			Choose
Generate	Export as PDF	Export CSV	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.

Switch™ Dev	ice		Choose
Generate	Export as PDF	Export CSV	Save As Custom Report

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• Schedules – A report of Schedules in the system.

Generate	Export as PDF	Export CSV

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

Senerate Expo	irt as PDF	Export CSV
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• 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	

8. 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.



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