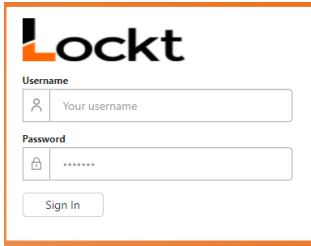
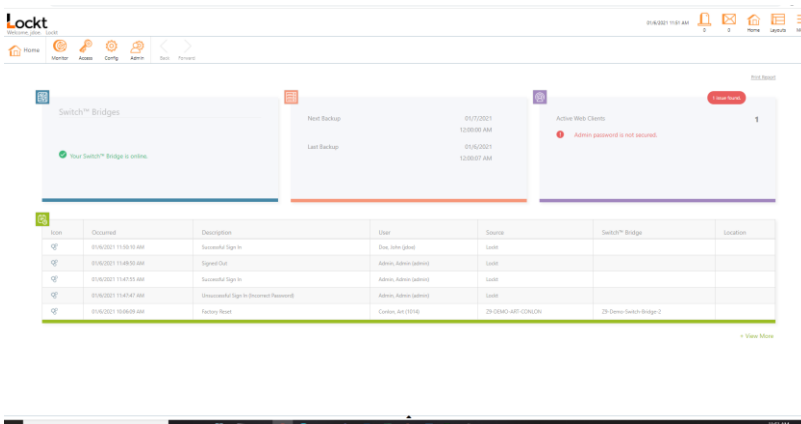


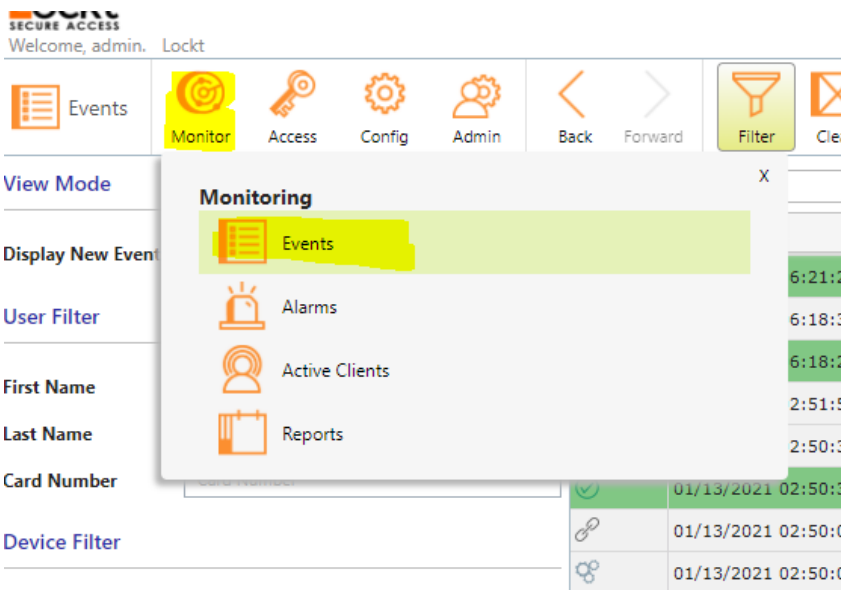
1. Login to the Lockt Software.



2. From the Home screen of the Lockt Software.



3. Navigate to the Events page under the Monitor menu.



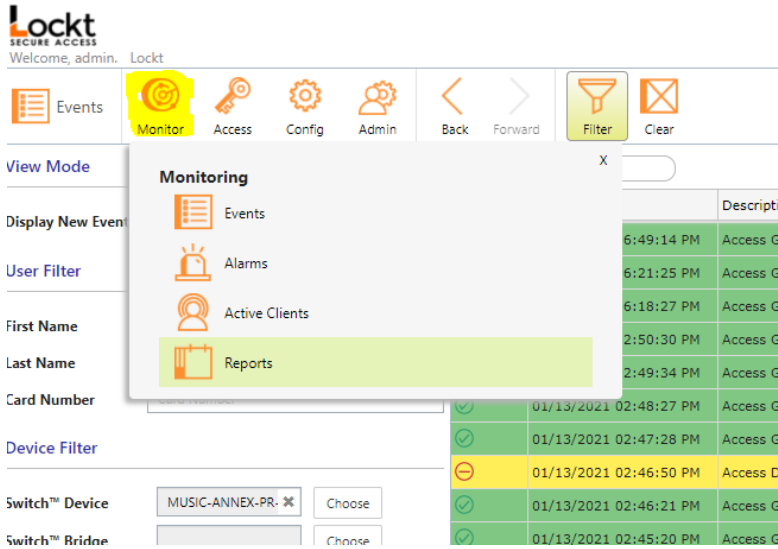
4. This allows you to view events.

The screenshot shows the 'Events' page in the Lockt SecureAccess interface. The top navigation bar includes 'Events', 'Monitor', 'Access', 'Config', and 'Admin'. Below the navigation, there are 'Filter' and 'Clear' buttons. The main content area is titled 'View Mode' and shows a list of events. On the left, there are several filter sections: 'Display New Events' (set to 'Top'), 'User Filter', 'First Name' (with a search box), 'Last Name' (with a search box), 'Card Number' (with a search box), 'Device Filter', 'Switch™ Device' (with a dropdown), 'Switch™ Bridge' (with a dropdown), 'Area' (with a dropdown), 'Location' (with a dropdown), and 'Event Type Filter' (with a list of checkboxes). The event list has columns for 'Icon', 'Occurred', 'Description', 'User', 'Source', and 'Location'. The events listed include 'Access Granted', 'Motor Retry', 'Successful Sign In', 'Signed Out', and 'Unsuccessful Sign In (Incorrect Password)'. The 'User' column contains the text 'Admin, Admin (admin)'. The 'Source' column contains 'MUSIC-ANNEX-PR-111'. The 'Location' column contains '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.

The screenshot shows the 'Events' page in the Lockt SecureAccess interface with filters applied. The top navigation bar includes 'Events', 'Monitor', 'Access', 'Config', and 'Admin'. Below the navigation, there are 'Filter' and 'Clear' buttons. The main content area is titled 'View Mode' and shows a list of events. On the left, there are several filter sections: 'Display New Events' (set to 'Top'), 'User Filter', 'First Name' (with a search box), 'Last Name' (with a search box), 'Card Number' (with a search box), 'Device Filter' (set to 'MUSIC-ANNEX-PR-111'), 'Switch™ Device' (with a dropdown), 'Switch™ Bridge' (with a dropdown), 'Area' (with a dropdown), 'Location' (with a dropdown), and 'Event Type Filter' (with a list of checkboxes). The event list has columns for 'Icon', 'Occurred', 'Description', 'User', 'Source', and 'Location'. The events listed include 'Access Granted', 'Access Denied (Outside Schedule)', and 'Access Granted'. The 'User' column contains the text 'Admin, Admin (admin)'. The 'Source' column contains 'MUSIC-ANNEX-PR-111'. The 'Location' column contains 'Lockt'.

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



7. Select a Report.

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

The screenshot shows the configuration form for the Event History report. It is divided into two main sections: 'Date and Time Filter' and 'Event Type Filter'. The 'Date and Time Filter' section includes a 'Date Range' dropdown menu (highlighted in yellow) set to 'Any Time', and input fields for 'First Name', 'Last Name', and 'Card Number'. The 'Event Type Filter' section includes a list of event types with checkboxes: Events, System, Access Granted, Access Denied, Communications, and Tamper/Power. At the bottom of the form, there are buttons for 'Generate', 'Export as PDF', 'Export CSV', and 'Save As Custom Report'.

- Audits – Changes made to the system reports

A screenshot of a web interface for configuring an 'Audits' report. It features 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'.

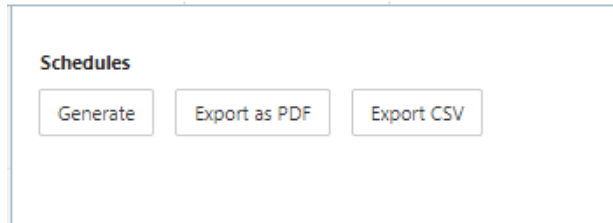
- User Access Level Report – Choose an Access Level from the dropdown to check the users that have the Access Level

A screenshot of a web interface for configuring a 'User Access Level Report'. It features a text input field labeled 'Access Level' and a 'Choose' button. Below these are four buttons: 'Generate', 'Export as PDF', 'Export CSV', and 'Save As Custom Report'.

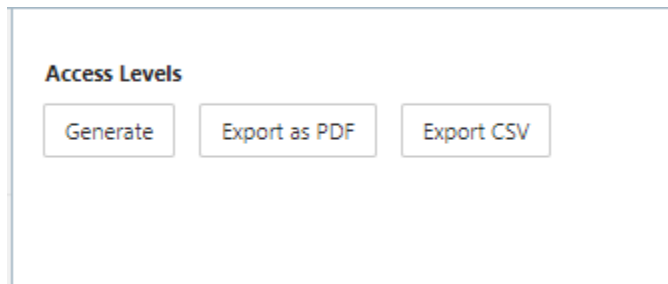
- Users With Access to Access Points – Choose the core from the dropdown to check the users that have access to that core.

A screenshot of a web interface for configuring a 'Users With Access to Access Points' report. It features a text input field labeled 'Switch™ Device' and a 'Choose' button. Below these are four buttons: 'Generate', 'Export as PDF', 'Export CSV', and 'Save As Custom Report'.

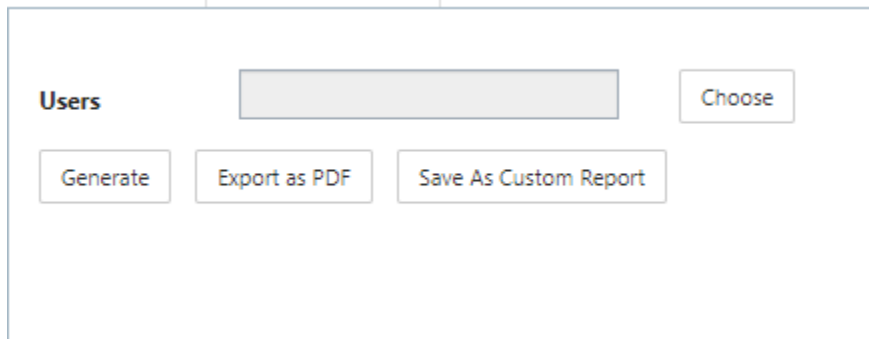
- Schedules – A report of Schedules in the system.



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



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



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.

