



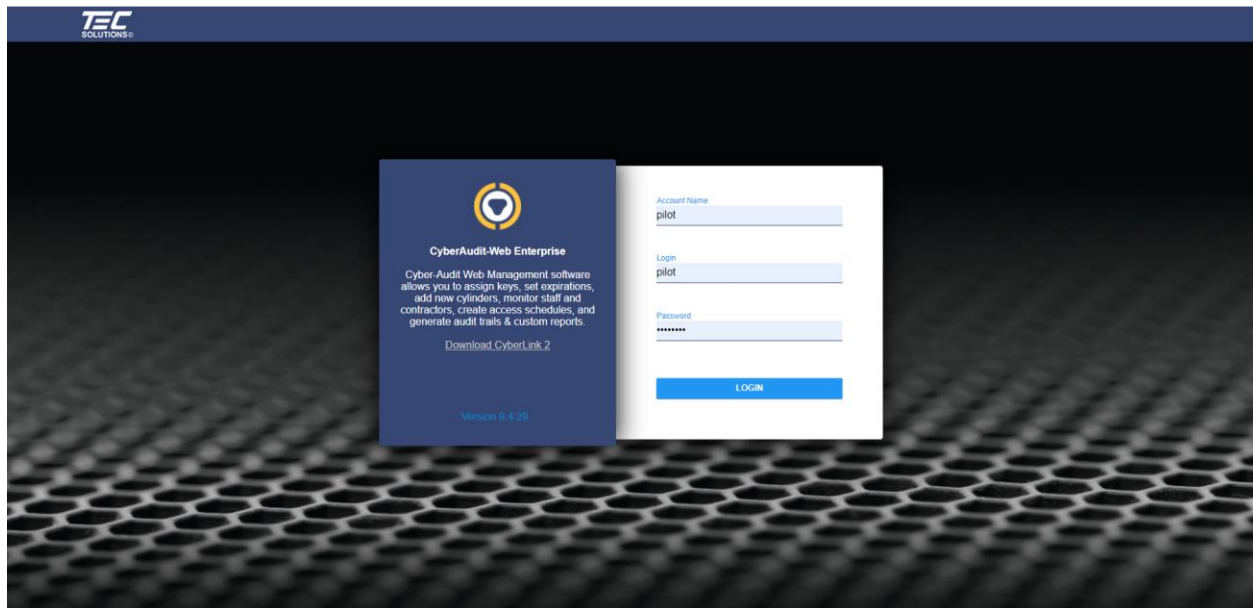
## How to create a report

The focus of this guide is to walk you through understanding how to create a report for CyberKeys and CyberLocks.

We will cover making a report and how to customize the report. For receiving reports, you create we will also cover creating notifications.

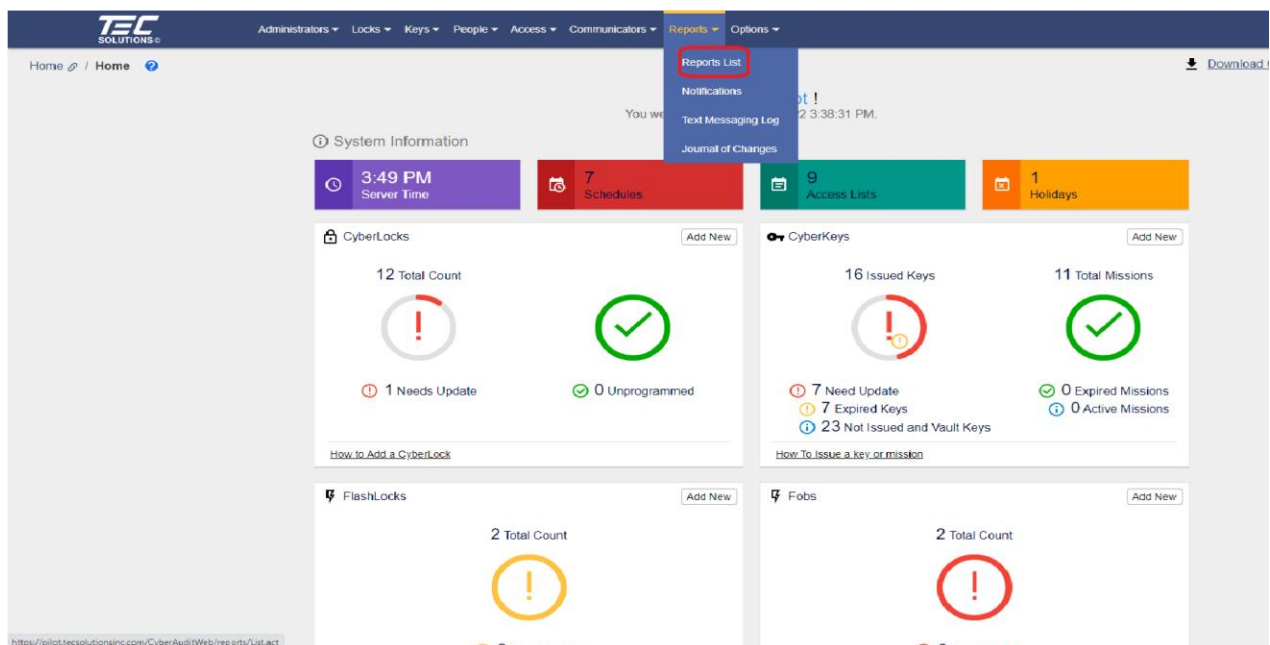
**Also note: every page on the website has a question mark that is the link to help for that particular page.**

Log in to your CyberAudit Web account.



Once you log in the site will load to the home screen. It is the starting point any time you log in.

From the home screen we will select the Report from the top menu bar and choose Report list.



This will load our reports list. Your list will be empty. The example below has many reports already created.

| <input type="checkbox"/> Report Name▲       | Owned By         | Included People | Included Locks and CyberPoints | Included Comm | Included Doors | Included Events |
|---|------------------|-----------------|--------------------------------|---------------|----------------|-----------------|
| <input type="checkbox"/> All                | TopLevel         | All             | All                            | All           | All            | All             |
| <input type="checkbox"/> analytics          | TopLevel         | All             | All                            | All           | All            | All             |
| <input type="checkbox"/> denied             | TopLevel         | 1               | All                            | All           | All            | All             |
| <input type="checkbox"/> lock accessed      | Barone Demo      | All             | All                            | All           | All            | 1               |
| <input type="checkbox"/> lock denied access | Barone Demo      | All             | All                            | All           | All            | 1               |
| <input type="checkbox"/> lock video         | TopLevel         | All             | All                            | All           | All            | All             |
| <input type="checkbox"/> new report         | Dom Pilot Server | 4               | All                            | All           | All            | 3               |
| <input type="checkbox"/> report video       | TopLevel         | 12              | 10                             | All           | All            | 9               |
| <input type="checkbox"/> report1            | Dom Pilot Server | All             | All                            | All           | All            | All             |
| <input type="checkbox"/> tag report         | TopLevel         | 0               | 3                              | All           | All            | All             |
| <input type="checkbox"/> unprogrammed locks | TopLevel         | All             | All                            | All           | All            | All             |
| <input type="checkbox"/> Web Auth           | TopLevel         | All             | All                            | 0             | All            | All             |

Rows per page: 500 Page: 1 Go 1 - 12 of 12

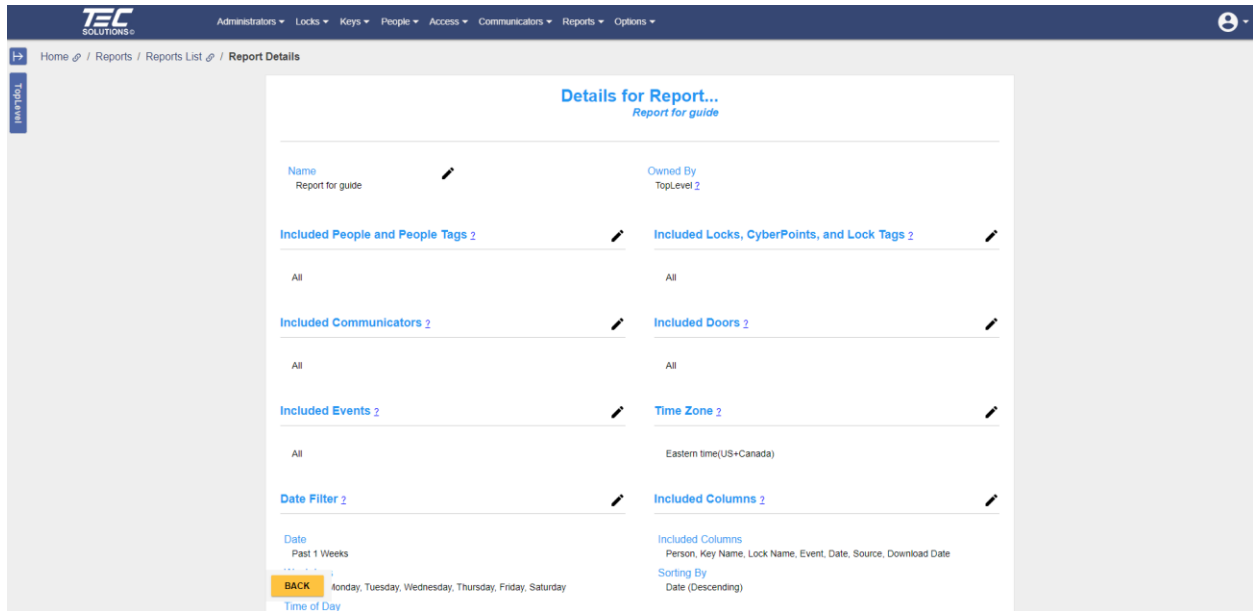
Click on the plus sign at the top right to add a new report.

Provide the report a name and then click on SAVE at the bottom of the screen.

Adding New Report...

Name

Once you save the report this will load the Report Details page. Here you will set up to filter to the detailed information you want from the report.



You can launch a report as it is. However, it is highly recommended to filter the options available to get the data you need.

We will review how to filter the data.

Click a pencil mark to edit the information you want to filter.

To start with people, you can filter what people are included in the report.

At the top of the list are Tagged people and below are individual people. You can choose “include only the following tags and people.”

Selecting the people to include in your report will help filter down the data. We can filter the report data further.

You can also filter the source of the CyberKey or CyberLock data by filtering Communicators. The same for Included events, which will help you look for specific data. Below is an example of specific events for a report.

TEC SOLUTIONS Administrators Locks Keys People Access Communicators Reports Options

Home / Reports / Reports List / Included Events

### Events Included in Report... report1

☐ All events ☒ Include only the following

**Display by Type**

- ☒ ALL SOURCES
- ☐ CyberKey
- ☐ CyberLock/Point
- ☐ Fob
- ☐ FlashLock
- ☐ FlashLock Server
- ☐ Single Key Vault, Vault 20
- ☐ Portable Link
- ☐ Station
- ☐ Web Authorizer
- ☐ Flex System
- ☐ Flex II
- ☐ Vault 20S
- ☐ ValidKey

**Available Events (756 matching)**

- Key - Reset
- Key - Multikay access key 1
- Key - Multikay access key 2
- Key - Multikay access key 3
- Key - Multikay access key 4
- Key - Master key authorized
- Key - Authorized to open (bypass)
- Key - Programmer or CyberPoint contact
- Key - Lock reset attempted
- Key - No lock ID - authorized
- Key - Key in lock more than 1 minute or removed from lock
- Key - Access code failed
- Key - Key authorization blocked by lock
- Key - Hardware mismatch - access denied
- Key - Out of schedule for lock
- Key - Key disabled
- Key - Access count expended
- Key - CyberKey programmed by Grand Master
- Key - Gen 2 Key Error Code
- Key - WIFI Network Connection
- Key - Access denied - delayed activation

[Filter these lists](#)

**Selected Events (11 matching)**

- Key - Authorized to open
- Key - Unprogrammed lock - authorized
- Key - Key expired or out of schedule
- Key - Access Denied - No Permissions
- Key - Low Battery
- Lock - Authorized to open
- Lock - Unprogrammed lock - authorized
- Lock - Access denied
- Lock - Key out of schedule for lock
- Lock - Key expired or out of schedule
- Lock - Key no permissions

**SAVE CANCEL**

You may want to also edit the date filter.

TEC SOLUTIONS Administrators Locks Keys People Access Communicators Reports Options

Home / Reports / Reports List / Dates Included in Report

### Report Date Filter... Report for guide

**Dates**

☐ Range: From 12 May 2022 to 12 May 2022

☒ Period: Past 1 Weeks ☐ Include events back to the beginning of the day

**Days of the Week**

- ☒ Sunday
- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☒ Saturday

**Time of Day**

Start Time 12:00 AM

Stop Time 12:00 AM

**SAVE CANCEL**

This will help to either narrow or expand the date range for the report.

Once the date is set you are ready to run your report.  
You can choose the output of the report.

The options are Quickview , XML and TSV . The Quick view option will open in the browser or you can print to paper or a file. You would use the web browser print feature for this option. Then we have XML which is file format which break down the data in a sections similar to the HTML of a web page. Last we have TSV which is Tab separated Value, it lists the data in a plain text but it can also be opened in Excel or a similar spreadsheet program.

Here are examples of each.

Quick view.

### Report for guide

5/12/2022 4:36:32 PM  
Eastern time(US+Canada)  
67 events

| Person      | Key Name                | Lock Name   | Event ?                               | Date                 | Source                | Download Date        |
|-------------|-------------------------|-------------|---------------------------------------|----------------------|-----------------------|----------------------|
| Agent Smith | Agent Smith (K60159B0C) |             | 0 Communications Record               | 5/12/2022 3:02:47 PM | Communications Record | 5/12/2022 3:02:47 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 0 Communications Record               | 5/12/2022 3:02:46 PM | Communications Record | 5/12/2022 3:02:46 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 22 Key configuration file loaded      | 5/12/2022 3:02:44 PM | Portable Link         | 5/12/2022 3:02:47 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 23 Key configuration file transferred | 5/12/2022 3:02:42 PM | Portable Link         | 5/12/2022 3:02:47 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 22 Key configuration file loaded      | 5/12/2022 3:02:42 PM | Portable Link         | 5/12/2022 3:02:47 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 0 Communications Record               | 5/12/2022 2:57:18 PM | Communications Record | 5/12/2022 2:57:18 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 0 Communications Record               | 5/12/2022 2:57:17 PM | Communications Record | 5/12/2022 2:57:17 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 22 Key configuration file loaded      | 5/12/2022 2:57:14 PM | Portable Link         | 5/12/2022 3:02:46 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 22 Key configuration file loaded      | 5/12/2022 2:57:14 PM | Portable Link         | 5/12/2022 2:57:18 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 23 Key configuration file transferred | 5/12/2022 2:57:14 PM | Portable Link         | 5/12/2022 2:57:18 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 22 Key configuration file loaded      | 5/12/2022 2:57:14 PM | Portable Link         | 5/12/2022 2:57:18 PM |
| Agent Smith | Agent Smith (K60159B0C) | lock1update | 8 Authorized to open (b)              | 5/12/2022 2:57:06 PM | CyberKey              | 5/12/2022 2:57:17 PM |
| Agent Smith | Agent Smith (K60159B0C) | #L60081315  | 11 Unprogrammed lock - authorized     | 5/12/2022 2:57:00 PM | CyberKey              | 5/12/2022 2:57:17 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 0 Communications Record               | 5/12/2022 2:56:29 PM | Communications Record | 5/12/2022 2:56:29 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 0 Communications Record               | 5/12/2022 2:56:27 PM | Communications Record | 5/12/2022 2:56:27 PM |
| Agent Smith | Agent Smith (K60159B0C) |             | 22 Key configuration file loaded      | 5/12/2022 2:56:24 PM | Portable Link         | 5/12/2022 2:57:17 PM |

## XML

```
<report>
  <id>17</id>
  <name>Report for guide</name>
  <timezone>Eastern time(US+Canada)</timezone>
  <events>
    <event>
      <person_name>Agent Smith</person_name>
      <key_name>Agent Smith (K60159B0C)</key_name>
      <lock_name/>
      <original-type>0</original-type>
      <description>Communications Record</description>
      <date>5/12/2022 3:02:47 PM</date>
      <source>Communications Record</source>
      <download_date>5/12/2022 3:02:47 PM</download_date>
    </event>
    <event>
      <person_name>Agent Smith</person_name>
      <key_name>Agent Smith (K60159B0C)</key_name>
      <lock_name/>
      <original-type>0</original-type>
      <description>Communications Record</description>
      <date>5/12/2022 3:02:46 PM</date>
      <source>Communications Record</source>
      <download_date>5/12/2022 3:02:46 PM</download_date>
    </event>
    <event>
      <person_name>Agent Smith</person_name>
      <key_name>Agent Smith (K60159B0C)</key_name>
      <lock_name/>
      <original-type>22</original-type>
      <description>Key configuration file loaded</description>
      <date>5/12/2022 3:02:44 PM</date>
      <source>Portable Link</source>
      <download_date>5/12/2022 3:02:47 PM</download_date>
    </event>
    <event>
      <person_name>Agent Smith</person_name>
      <key_name>Agent Smith (K60159B0C)</key_name>
      <lock_name/>
      <original-type>23</original-type>
      <description>Key configuration file transferred</description>
      <date>5/12/2022 3:02:42 PM</date>
      <source>Portable Link</source>
      <download_date>5/12/2022 3:02:47 PM</download_date>
    </event>
  </events>
</report>
```

## TSV

| Person                         | Key Name                | Lock Name | Event Date | Source         |
|--------------------------------|-------------------------|-----------|------------|----------------|
| Agent Smith                    | Agent Smith (K60159B0C) |           | 0          |                |
| Communications Record          | 5/12/2022 3:02:47 PM    |           |            | Communications |
| Agent Smith                    | Agent Smith (K60159B0C) |           | 0          |                |
| Communications Record          | 5/12/2022 3:02:46 PM    |           |            | Communications |
| Agent Smith                    | Agent Smith (K60159B0C) |           | 22         | Key            |
| configuration file loaded      | 5/12/2022 3:02:44 PM    |           |            | Portable Link  |
| 5/12/2022 3:02:47 PM           |                         |           |            |                |
| Agent Smith                    | Agent Smith (K60159B0C) |           | 23         | Key            |
| configuration file transferred | 5/12/2022 3:02:42 PM    |           |            | Portable       |
| Link                           | 5/12/2022 3:02:47 PM    |           |            |                |
| Agent Smith                    | Agent Smith (K60159B0C) |           | 22         | Key            |
| configuration file loaded      | 5/12/2022 3:02:42 PM    |           |            | Portable Link  |
| 5/12/2022 3:02:47 PM           |                         |           |            |                |
| Agent Smith                    | Agent Smith (K60159B0C) |           | 0          |                |
| Communications Record          | 5/12/2022 2:57:18 PM    |           |            | Communications |
| Record                         | 5/12/2022 2:57:18 PM    |           |            |                |
| Agent Smith                    | Agent Smith (K60159B0C) |           | 0          |                |

## TSV in Excel

|    | A           | B                       | C           | D | E                                     | F               | G                   | H               | I |
|----|-------------|-------------------------|-------------|---|---------------------------------------|-----------------|---------------------|-----------------|---|
| 1  | Person      | Key Name                | Lock Name   |   | Event                                 | Date            | Source              | Download Date   |   |
| 2  | Agent Smith | Agent Smith (K60159B0C) |             |   | 0 Communications Record               | 5/12/2022 15:02 | Communications Recd | 5/12/2022 15:02 |   |
| 3  | Agent Smith | Agent Smith (K60159B0C) |             |   | 0 Communications Record               | 5/12/2022 15:02 | Communications Recd | 5/12/2022 15:02 |   |
| 4  | Agent Smith | Agent Smith (K60159B0C) |             |   | 22 Key configuration file loaded      | 5/12/2022 15:02 | Portable Link       | 5/12/2022 15:02 |   |
| 5  | Agent Smith | Agent Smith (K60159B0C) |             |   | 23 Key configuration file transferred | 5/12/2022 15:02 | Portable Link       | 5/12/2022 15:02 |   |
| 6  | Agent Smith | Agent Smith (K60159B0C) |             |   | 22 Key configuration file loaded      | 5/12/2022 15:02 | Portable Link       | 5/12/2022 15:02 |   |
| 7  | Agent Smith | Agent Smith (K60159B0C) |             |   | 0 Communications Record               | 5/12/2022 14:57 | Communications Recd | 5/12/2022 14:57 |   |
| 8  | Agent Smith | Agent Smith (K60159B0C) |             |   | 0 Communications Record               | 5/12/2022 14:57 | Communications Recd | 5/12/2022 14:57 |   |
| 9  | Agent Smith | Agent Smith (K60159B0C) |             |   | 22 Key configuration file loaded      | 5/12/2022 14:57 | Portable Link       | 5/12/2022 15:02 |   |
| 10 | Agent Smith | Agent Smith (K60159B0C) |             |   | 22 Key configuration file loaded      | 5/12/2022 14:57 | Portable Link       | 5/12/2022 14:57 |   |
| 11 | Agent Smith | Agent Smith (K60159B0C) |             |   | 23 Key configuration file transferred | 5/12/2022 14:57 | Portable Link       | 5/12/2022 14:57 |   |
| 12 | Agent Smith | Agent Smith (K60159B0C) |             |   | 22 Key configuration file loaded      | 5/12/2022 14:57 | Portable Link       | 5/12/2022 14:57 |   |
| 13 | Agent Smith | Agent Smith (K60159B0C) | lock1update |   | 8 Authorized to open (b)              | 5/12/2022 14:57 | CyberKey            | 5/12/2022 14:57 |   |
| 14 | Agent Smith | Agent Smith (K60159B0C) | #L60081315  |   | 11 Unprogrammed lock - authorized     | 5/12/2022 14:57 | CyberKey            | 5/12/2022 14:57 |   |
| 15 | Agent Smith | Agent Smith (K60159B0C) |             |   | 0 Communications Record               | 5/12/2022 14:56 | Communications Recd | 5/12/2022 14:56 |   |

With a report in excel you can use the filters built make temporary filters of the data.

If you still have questions or issues. Please use the support portal to create a ticket for assistance.

<https://support.tecsolutionsinc.com/>

