

Create a User Activity Report

GoSafer Security Knowledge Base

This operational reference is organized for GoSafer Security customers and staff. Alarm.com product names are retained where required for technical accuracy.

Overview

With User Activity Reports, you can gain added visibility into employee access to your Access Control doors. Compare expected in-office days against real employee activity to get an enhanced line of sight into workforce trends and make more informed business decisions.

Platform	App + Web
Content type	How-to / Configuration
Source last updated	2026-04-23

Procedure

To create a User Activity Report using the Alarm.com app

1. Log in to the Alarm.com app.

If applicable, select the desired Enterprise location or group.

1. Tap [More Options].
2. Tap Reports.
3. Tap [Add].
4. Tap User Activity Report.

Configure the report.

Using the Attachments dropdown menu, select the desired report attachment type.

In Recipients, tap Select recipients to select existing recipients, or tap Create Recipient to create a new one.

1. Tap Save.

To create a User Activity Report using the GoSafer Security customer portal (powered by Alarm.com)

1. Log in to the GoSafer Security customer portal (powered by Alarm.com).

If applicable, select the desired Enterprise location or group.

1. Click Activity.
2. Click Reports.
3. Click Add.
4. Click User Activity Report.

Configure the report.

Using the Attachments dropdown menu, select the desired report attachment type.

In Recipients, click Select recipients to select existing recipients, or click Create Recipient to create a new one.

1. Click Save.

Source and support

For GoSafer Security assistance, visit gosaferssecurity.com.

Original Alarm.com reference:
https://answers.alarm.com/Customer/Website_and_App/Commercial/Multi-Location_Management/Create_a_User_Activity_Report

Always verify safety, installation, compatibility, and current UI details against the original manufacturer documentation before operational use.

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