

Generate a User Summary Report for Access Control

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

The User Summary Report for Access Control provides a list of all users alongside relevant information such as credentials, credential start date, credential end date (where applicable), Access Group,...

Platform	Customer Website
Content type	How-to / Configuration
Source last updated	2026-06-15

Procedure

To generate a User Summary Report for Access Control

1. Log in to the GoSafer Security customer portal (powered by Alarm.com).
2. Click Activity.
3. Click Reports.
4. Click New Report.

5. Click to select User Summary Report.

In the Report Name field, enter the desired name for the report.

In Include User Credentials, select Yes or No.

In Timeframe, select Yesterday, Last 7 Days, or Previous Month.

In Delivery Schedule, click to select Include a CSV version of the report if desired.

In Recipients, click Add to choose who will receive the report.

1. Click the entries in Address Book to be notified, or click New to add a new Address Book entry.
2. Click Close.
3. Verify the report is configured with the correct settings.
4. Click Save.

Source and support

For GoSafer Security assistance, visit gosafersecurity.com.

Original Alarm.com reference:
https://answers.alarm.com/Customer/Website_and_App/Commercial/Access_Control/Generate_a_User_Summary_Report_for_Access_Control

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

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