Generate an Access History 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

An Access History Report provides expanded search and reporting parameters to make it easy for business managers to identify any door, area, or floor accessed by an employee.

Platform	App + Web
Content type	How-to / Configuration
Source last updated	2026-06-26

Procedure

To generate an Access History Report using the Alarm.com app

1. Log in to the Alarm.com app.
2. Tap [Menu].
3. Tap Reports.
4. Tap [Add].
5. Tap to select Access History Report.

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

In Locations to include in the report, select All locations or Only the following locations.

In Include the following events in the report, select which events to include (e.g., Door Accessed, Door Held Open, etc.).

In Include User Information in CSV, tap Yes.

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

In Attachments, tap to select if you want the report to be delivered as a Web Link Only, PDF, or CSV file.

In Recipients, select who should receive the report.

1. Verify the report is configured with the correct settings.
2. Click Save.

To generate an Access History Report using the GoSafer Security customer portal (powered by Alarm.com)

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 Access History Report.

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

In Locations to include in the report, select All locations or Only the following locations.

In Include the following events in the report, select which events to include (e.g., Door Accessed, Door Held Open, etc.).

In Include User Information in CSV, click Yes.

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

In Attachments, click to select if you want the report to be delivered as a Web Link Only, PDF, or CSV file.

In Recipients, click Add to select 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_an_Access_History_Report

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

Revision #1
Created 2026-09-01 00:29:50 UTC by Jerdenn Calag
Updated 2026-09-01 00:29:50 UTC by Jerdenn Calag