

# How can I view past events, and can I view those events for a specific time period?

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## Question

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## Answer

An effective way to view past events is to run a trace from Alarm Monitoring.

In Alarm Monitoring, complete the following steps:

- 1) In the System Status Tree, right-click on the device in question, then select **Trace**.
- 2) In the Trace Configuration window, select if you want to perform either an historical trace or a live trace. You can also choose specific dates if you select **Perform historical trace**.

**Note:** By selecting different devices, you will get different results. For example, performing a trace on an access panel will return events from all devices connected to that access panel. If you perform a trace on a reader, only events from that reader will be returned.

Another way of viewing past events is to run a report from System Administration. Reports are typically more filtered, however, but you can run the report named **All Events Over Time** which is very similar to a trace.

Running a report may be better choice if you plan on exporting or printing the report. A trace may be better if you are looking for a quick list of events, or if you want to pull up video for a event that has video linked to it.

## Applies To

OnGuard (All Versions)

## Additional Information

None

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