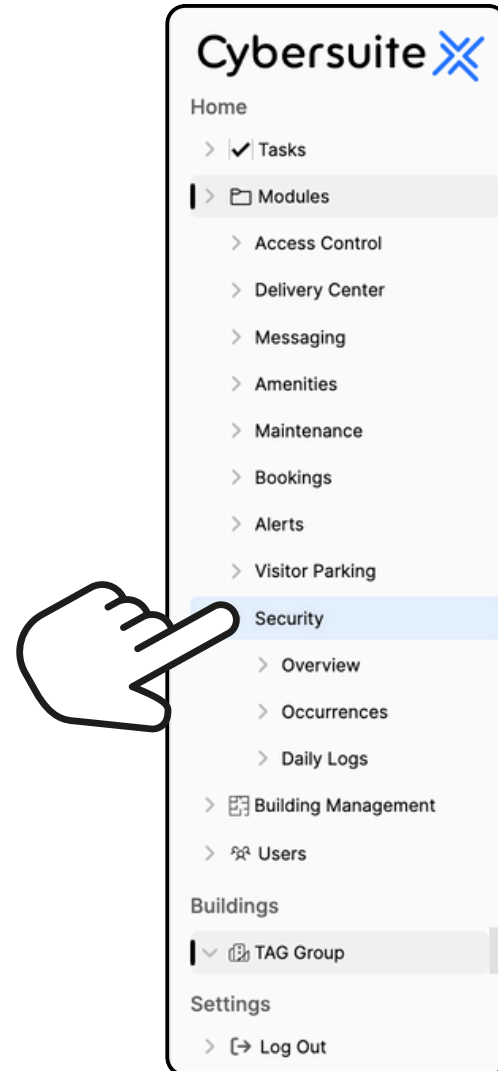


Security

The **Security** module allows you to monitor your building's security and safety features. On the left menu, select **Security**, then choose from the following options: **Overview**, **Occurrences**, or **Daily Logs**.



Overview will allow you to **view** a breakdown of Security Occurrences and Daily logs for your building.

Occurrences will allow you to **view** and **create** occurrences.

Daily Logs will allow you to **view** and **create** daily logs.

Security

To **create** an occurrence, select **Occurrences** from the left menu, then **select Add Occurrence**.

Add Occurrence

Print

Email

Reported by

Michael Cuni

Date *

2025-10-06

Time *

11:55 AM

Subject *

Enter subject

Name *

Select user...

Suite *

Search suites...

Address

Enter address

Attachment

Choose File

No file chosen...

Enter the date, time, subject, name, suite number, address, upload an attachment, occurrence details, and notes.

Occurrence Details * (Max: 4000 Characters)

Occurrence details

0/4000

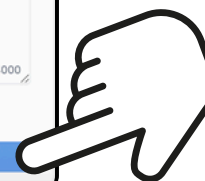
Notes (Max: 4000 Characters)

Notes

0/4000

Cancel

Submit



Once completed, select **Submit**.

Security

To **create** a daily log, select **Daily Logs** from the left menu, then select **Add Daily Log**.
Enter the date, subject, attachment and details. Once completed, **select submit**.

Add Daily Log

Date *

2025-10-07, 11:59:55 a.m.

Subject *

Enter subject

Reported By

Michael Cuni

Attachment

Choose File

No file chosen...

Details (Max: 500 Characters)

Details ...

0/500

Cancel

Submit

