STUDENT LIFE TECHNOLOGY

Standard Operating Procedure

Onity - Openings (Door) Report Procedure

Onity CT30 locks found on most of Student Life doors have the ability to print an audit trail of the last 1,184 lock events recorded in its non-volatile memory. An Door (Openings) Report displays the Date, Door Name, User Name, Function, and the date that was used to pull the report.

A Door Report can be useful when monitoring events such as suspicious activity and academic misconduct.

Requesting an Openings (Door) Report

Door Report requests will only be accepted from Directors of Student Life Technology, Police Services, Office of Student Conduct and Human Resource Department.

These reports can be submitted through the online Rebel Repair Work Order portal: rebelrepair.unlv.edu, the following information is required before processing the request:
-Room Number
-Dates Needed for Report
-Reason for pulling Report

Please note: that maintenance done on a CT30 Onity lock can lead to loss of data, preventing us from pulling information you might be requesting. Though CLT cannot ensure the data you are requesting, other data found on the lock may be provided.

Delivery

A Door Report can be requested for any door in Student Life that has an Onity CT30 lock. The delivery method of the report will be sent via email in PDF format, unless otherwise specified in the request.

Any questions or concerns regarding this procedure should be directed to the Rebel Repair Help Desk at 702-895-5324 or rebelrepair@unlv.edu.