**How to Audit A Guest Room Door Lock**

An Audit Key (a key that interrogates a lock to obtain status and diagnostic data) is needed to perform an audit on a guest room door.

**To Make an Audit Key:**

**\*A 4K key is needed to make an audit key. There are four already made in the Emergency Key box by the Front Desk.**

Manager login access to Ambiance

Under System Keys Menu and Special Functions Keys

Select Audit Key and then Make Keys

**To Audit a Door Lock:**

Touch the Audit Key to the door lock

Bring the key back to the front desk

Manager log in needed to sign in with Ambiance

On the main toolbar, click (Read Keys) 

Select an encoder that is online and available to the workstation

Present a key to the encoder

Click Read Key

Data collected from the lock is displayed with the option to generate a report. If you generate a report from the Read Key results, the report is limited to the data collected by the Audit Key. To expand the scope of the data in the report, go to the Reports module and generate an Access Point Audit Report.