

## Configuring areas and area groups

### A typical site plan

Areas and area groups make it easier to set up access levels on larger sites by grouping readers into a single entry. (e.g. Factory) It also allows you to use advanced features like anti-passback and roll call.

See Application notes:

[AN1063 - Configuring anti-passback](#)

[AN1032 - Using Roll Call and muster reports.](#)

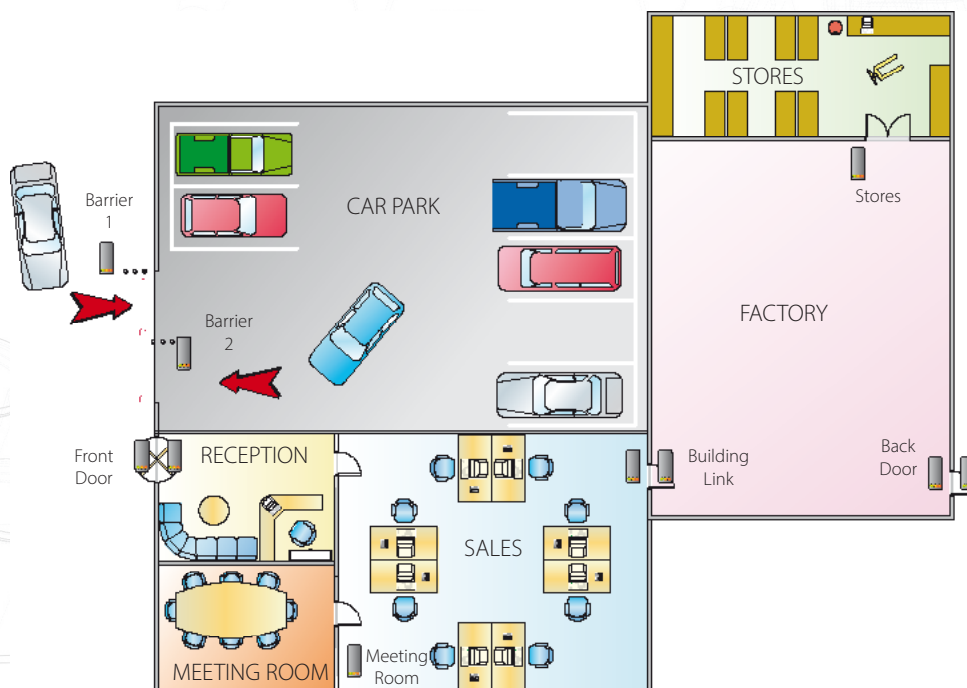


The diagram shows a typical site controlled by access control.

The following examples will guide you through the steps you would need to go through to configure this site for Area and Area Groups.

**Please note:** If you have an existing system moving from individually configured doors to Areas, you will need to edit existing Access Levels and Individual Permissions.

To simplify this, please note your different access requirements before designing your Areas.

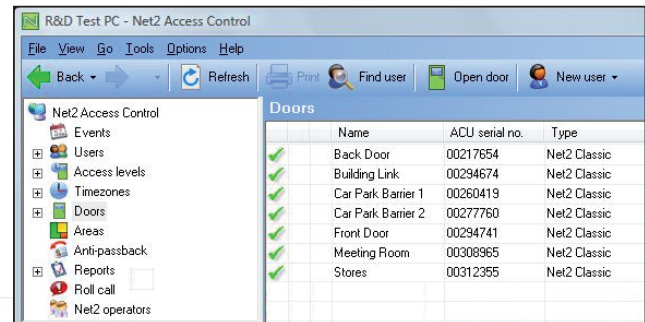


We will set up individual areas such as Car Park, area groups such as Manufacturing which contains areas for Factory and Stores and also a full Building Complex group that we would use to run a single fire alarm roll call for everyone on site.

## Name the ACU's and Readers

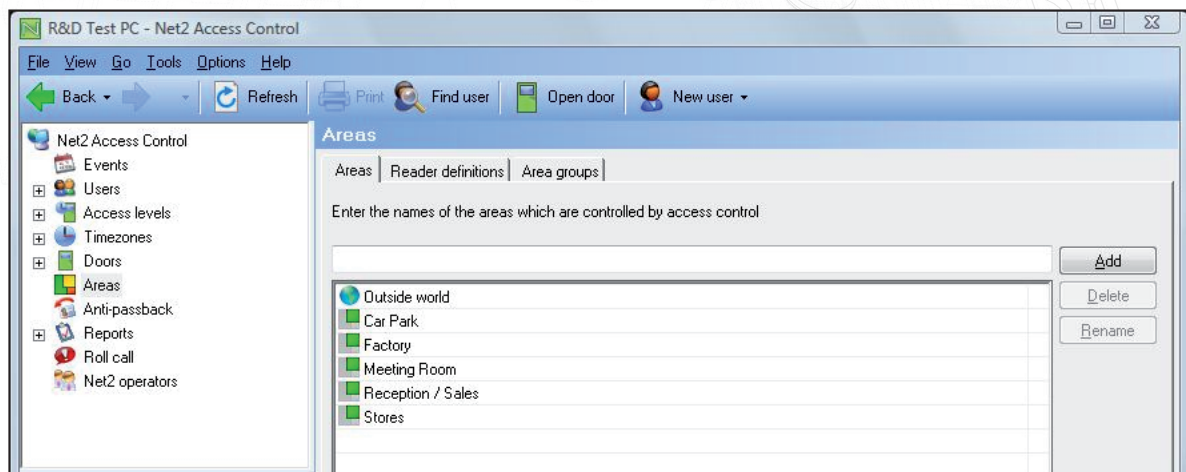
The first step is to give each control unit a meaningful name.

Now select each ACU from the tree view and make sure that the In and Out readers are also configured and named properly.



## Areas

Click on the Areas icon to enter the names. You will notice that we have created Reception / Sales as a single area as no ACU controls the door between Reception and Sales. A default area called 'Outside World' has also been created. This can be re-named if required.



## Reader definitions

Once the Area names have been entered, click Apply and then move onto Reader definitions.

This is where we tell the system which ACU's control the access across Area boundaries. Note that we only define the IN reader, as the ACU is a one door controller and so the OUT reader is assumed as being on Reader 2 (if fitted).

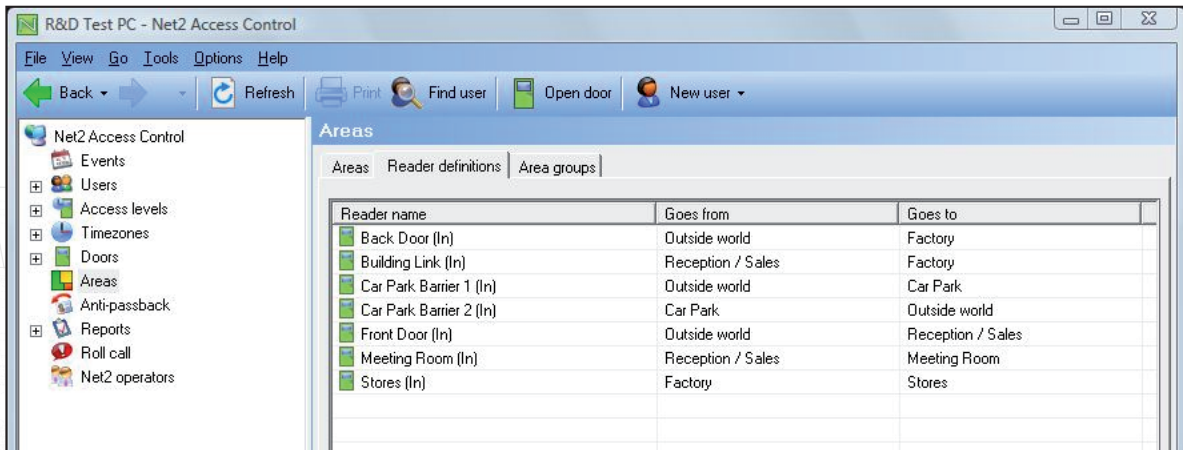
A very simple site can have Exit buttons and even leave some ACU's undefined in the Areas system. These ACU's will be shown as a '-', however, this does impose severe limitations and some Net2 functions will not be reliable (e.g. roll call) as users can change Areas without being tracked.

The screenshot below shows how the reader definitions would be set up for our example site.

Back Door (In) goes from Outside World to Factory.

Make sure that you get the direction (From and To) correct. For example Barrier 1 (In) goes from Outside World to Car Park and Barrier 2 (In) goes from Car Park to Outside World. In this case we define both Reader 1 (In) as Reader 2 (Out) is not being used.





## Area Groups

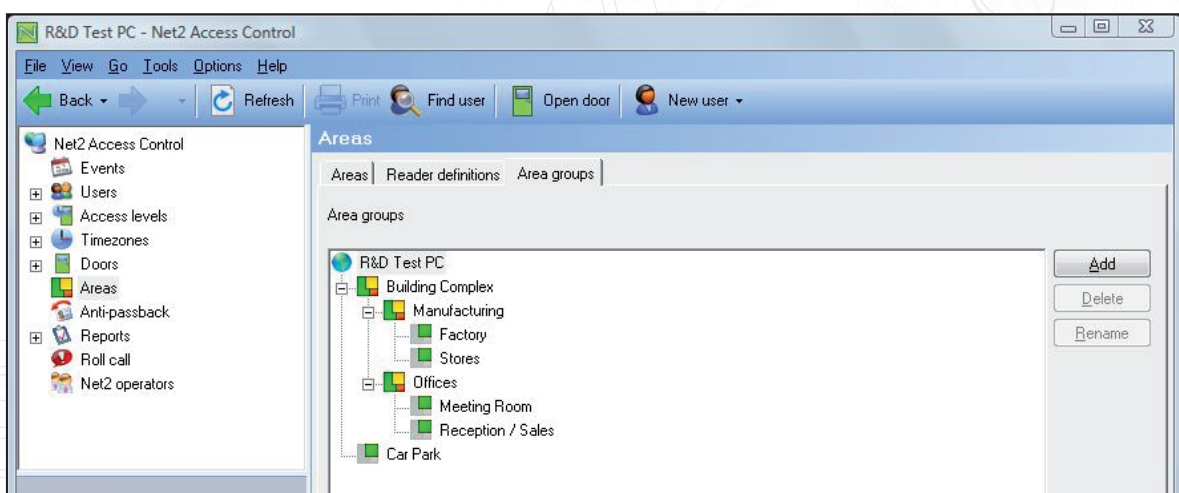
We can further put areas into groups to make roll call and anti-passback easier to configure and understand.

Click on the area groups tab, and you should see a list of your areas. You will note from the site plan, that Reception/Sales and the Meeting Room can be defined as an area group called Offices, and the areas of Factory and Stores are better grouped as Manufacturing.

Add an Area group by clicking the Add button, and entering the name.

You can now drag and drop the areas into their groups to show the correct structure. The screenshot shows that we have also created an area group called Building Complex which we can use for site roll call reports. Drag the Manufacturing and Office icons into this new area group.

The car park is not part of any larger area group.

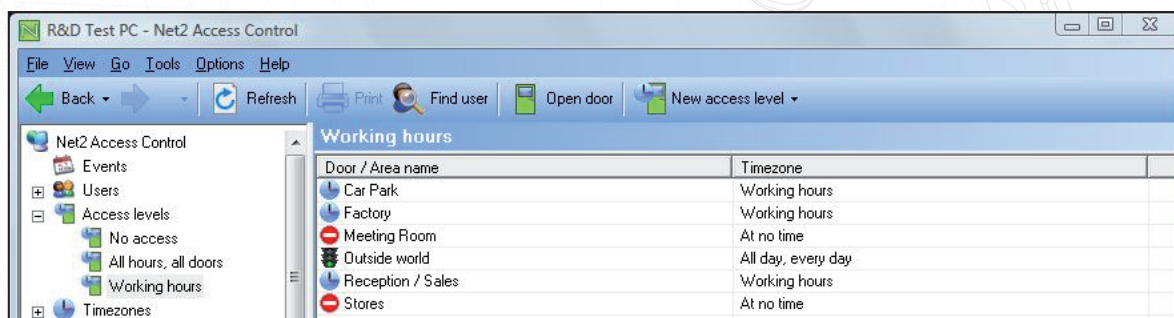


## Using Access Levels with Areas

Access levels are defined using areas instead of individual doors. On large sites this makes the administration of the system easier as some areas, like Factory, have more than one access door but only require one entry in the table.

Note that we have set Outside World to 'All day, Every day' ensuring that wherever you are on the site you can always exit the complex.

Doors not configured in the Reader definition screen as having an area location will still appear in this list as individual ACU's and can be configured as normal. (See following restrictions)



## Areas and Area Group restrictions

Now that areas and area groups are set up additional features of Net2 can be used.

**Anti-passback:** This feature can be activated to ensure that a user card cannot be used twice in succession to gain access to the same Area.

Please note that the same door may not be used to control two individual anti-passback boundaries - i.e. You cannot have both Manufacturing and Building Complex (Manufacturing + Offices) anti-passback systems as the Back Door is required in both definitions.

See also:- [AN1063 - Configuring Anti-passback < http://paxton.info/984 >](http://paxton.info/984)

**Roll call and muster:** Muster reports are compiled by area or area group. These reports provide a list of users by Area when the report is run. This function can also be linked to an alarm input which will produce the report automatically. Readers can also be designated as Muster Points. When users appearing in the roll call report present their card at a Muster Point their status is moved from 'Missing' to 'Safe'.

See also:- [AN1032 - Using roll call and muster reports < http://paxton.info/060 >](http://paxton.info/060)

EVERY reader must be within an Area definition to achieve an absolute site roll call. This may mean creating areas for a Stationary store, Cleaners cupboard, etc. so that every use of any reader still tracks a user within the Areas system. Exit buttons are permissible at these locations as we are checking the roll call for people reaching a Muster Point, but their 'Missing' location will not always be accurate as Net2 only records the last reader used.