Using roll call and muster reports

For roll call and muster reports to function correctly, the Net2 server must be running at all times and the ACU's communicating with the server.

Overview

Roll call allows the system administrator to obtain a report listing all of the users currently within a specified area. This is primarily used in the event of an emergency, such as a fire alarm, when it can be used to check that everyone is out of the building.

The roll call report can either be printed out for cross checking manually or displayed on a PC which is accessible in the event of an emergency e.g. in a security gatehouse. If the live report is to be viewed, muster point readers should be specified. Once a user has mustered successfully their status in the roll call report changes from 'missing' to 'safe'.

This feature requires Areas to be created to track users around the site. Please refer to: AN1023 - Configuring areas and area groups < http://paxton.info/978 > to see how these are set up and what limitations apply.

Specifying muster points

You can specify as many muster readers as required. This is done in the roll call screen under the 'Muster points' tab as shown in the screenshot below.
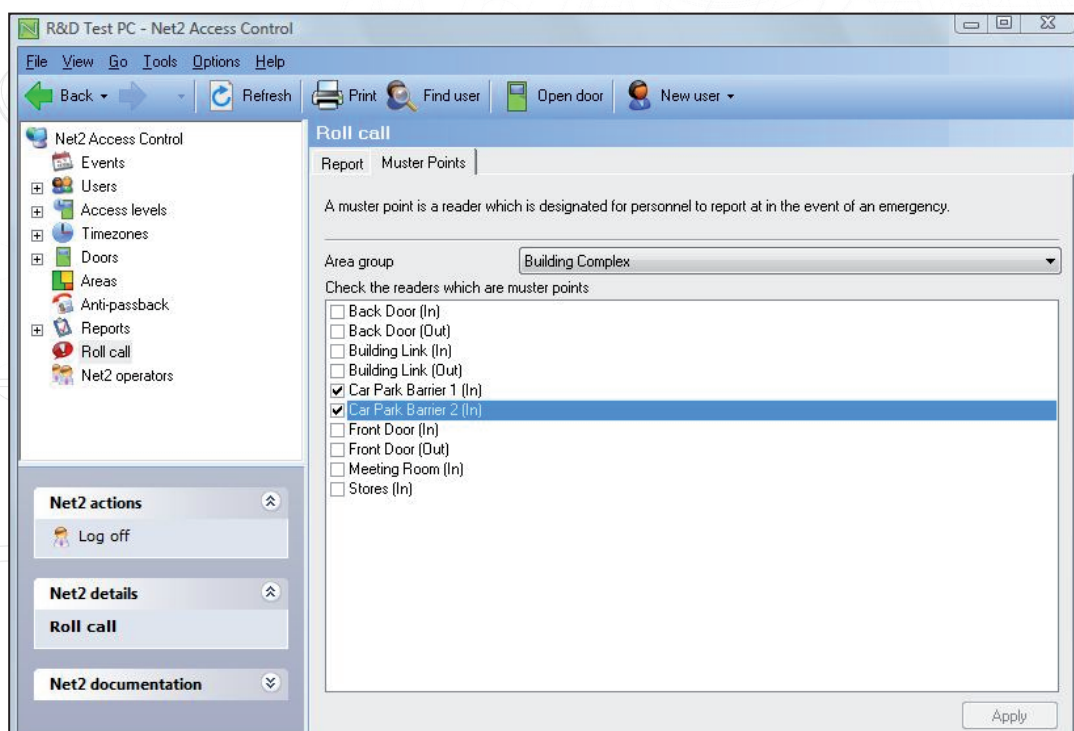
Selecting your printer

1. Open the Configuration Utility
2. Click on 'Printer Options'
3. Under roll call printers - Click 'Add'
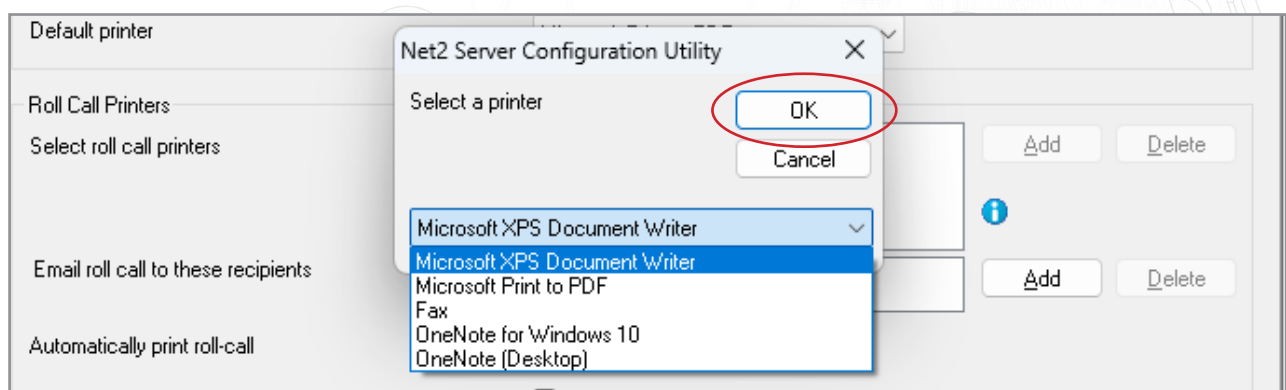
4. Select printer from the list and click 'Ok'
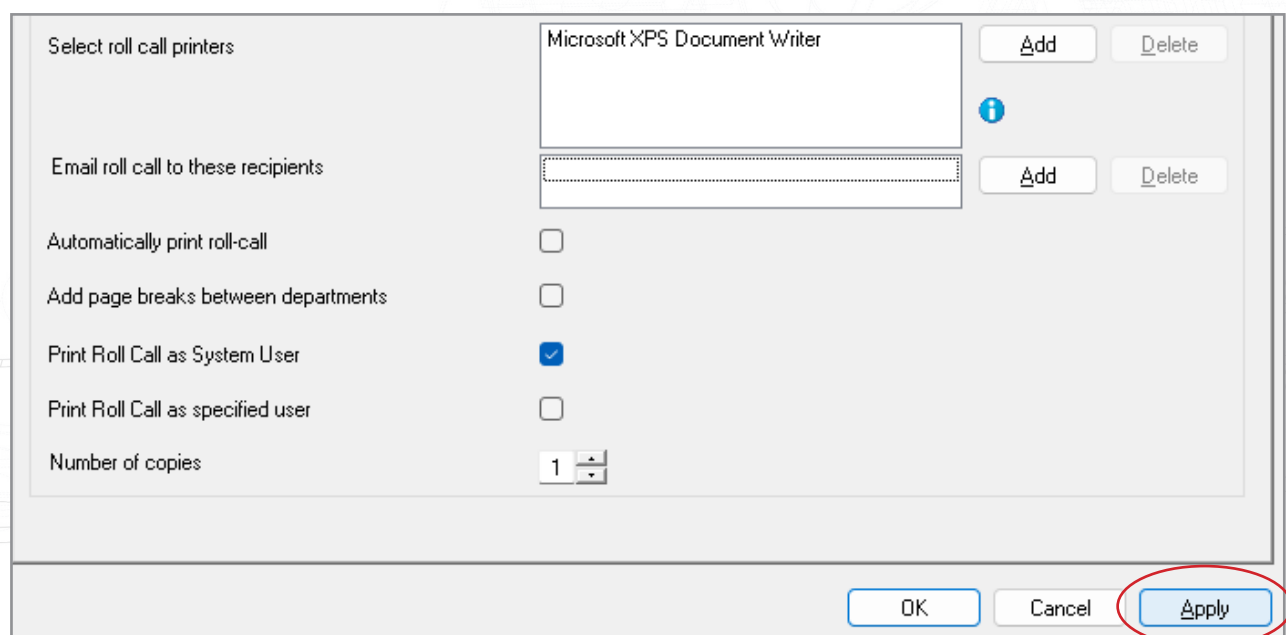
5. Click 'Apply'

Creating a roll call report

A roll call report can be created in two ways. It can be generated automatically in the event of a fire alarm. Please refer to: AN1031 - Integrating Net2 with a fire alarm system. < http://paxton.info/59 > It can also be created manually by clicking on the 'Create new' button in the report tab from the roll call screen and select the area group that the report is required for.
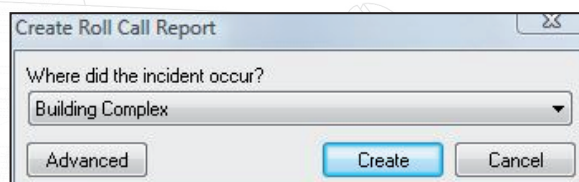
If the advanced button is pressed the option is offered to create a roll call report for some time in the past. The time and date the report is required for should be entered and the create button pressed to produce the report. This can be useful if a list of users present in the building during an incident is required.
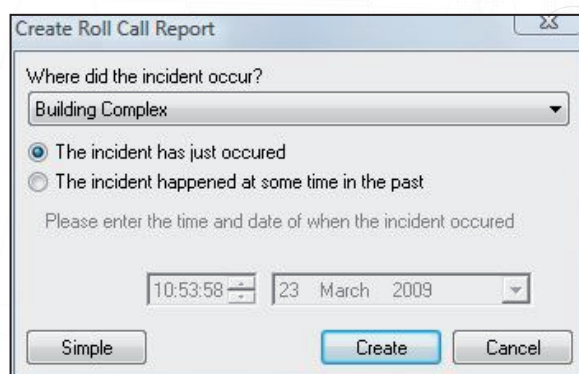
The roll call report

Once a roll call report has been generated a list of all the users present in the area group selected will be displayed in the lower window of the roll call screen. Initially all of these users will be given a status of 'Missing'.

If muster readers are defined, the users will change status to 'Safe' as they present their user tokens to the reader to confirm that they are now in a defined muster area of the site.

Missing or deleted users will remain on the roll call report for 3 days.

Important

It is extremely important to remember that reports of this type can only ever be accurate if all users follow the conventions of the system. All users must read in and out of all controlled areas; running a logical anti-passback system can help to enforce this.

All ACU's must be defined within the Areas system to ensure accurate user tracking.
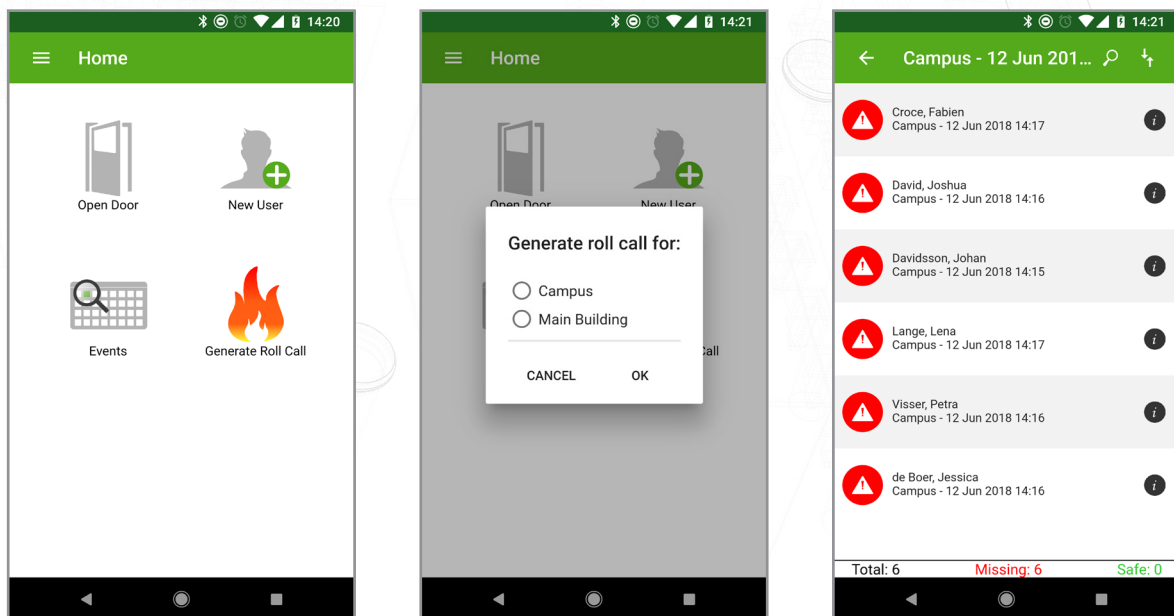
Roll call using Paxton Connect Admin or Net2Online

The Paxton Connect Admin and Net2Online Web UI allows the user to generate roll call reports and provide online and offline muster control.
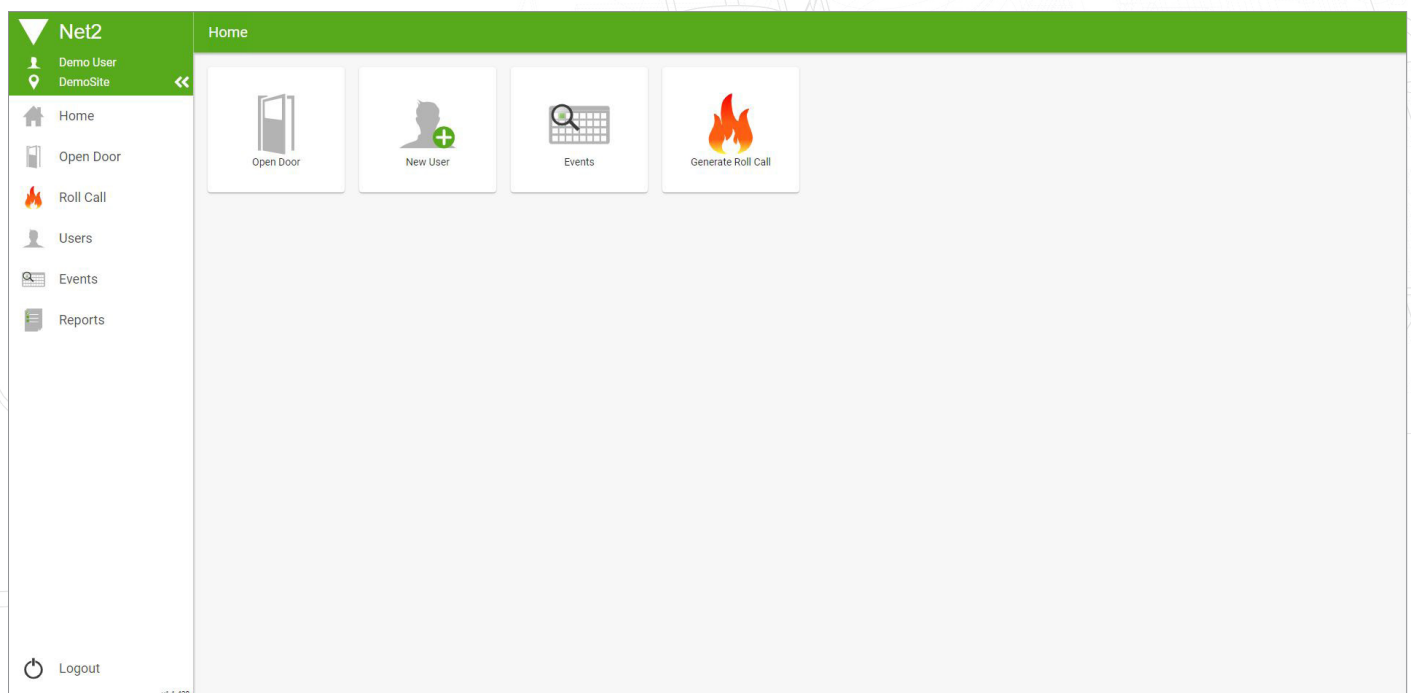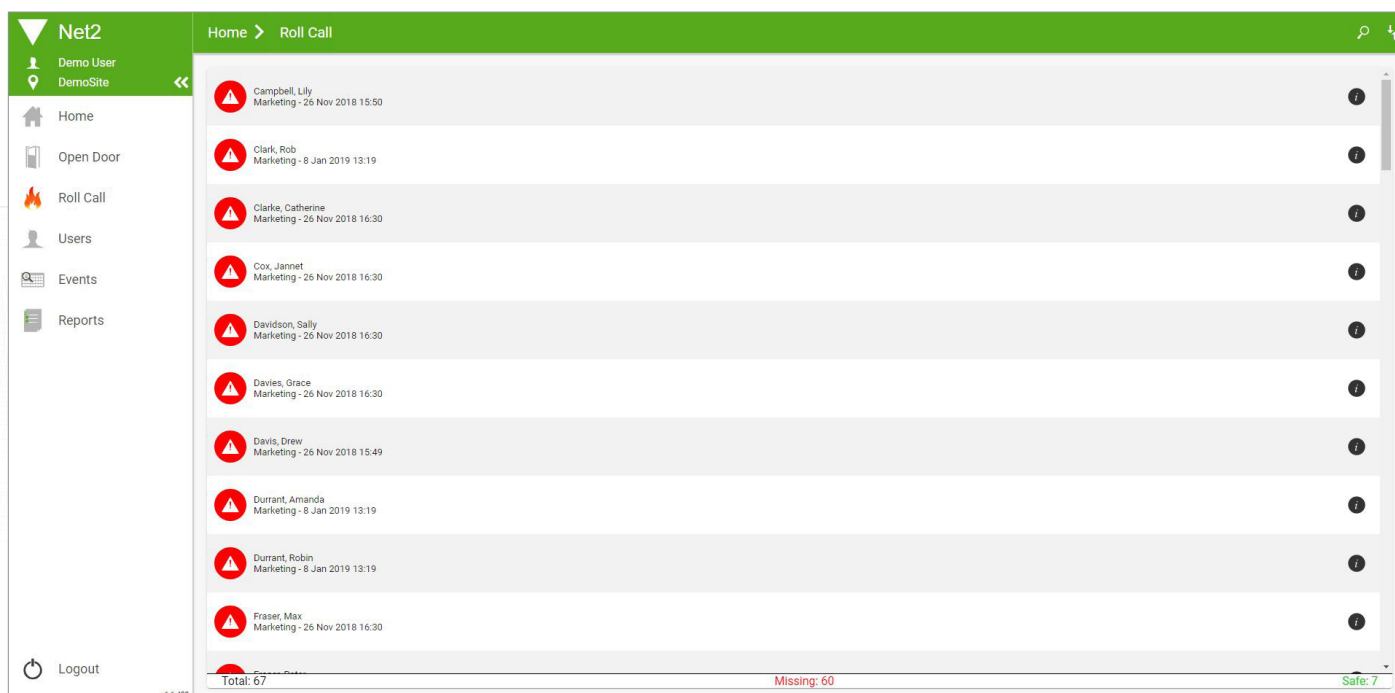
Generating the report

From the Home screen, select 'Generate Roll Call', then select the area to create the roll call report for.

Paxton Connect Admin

Net2Online Web UI

Online Muster control

Once a report is generated, all Paxton Connect Admin apps will find the roll call report in the 'Roll call' section of the app. The report will display everyone that was within the selected area at the time the report was generated.

A user may be marked as safe by any of the below methods:
- After confirming that a missing user is in a safe location, you may swipe the missing user right from within the app
- Another app user may swipe the missing user right, marking the user as safe
- The missing user may present their token to a muster point, automatically marking them as safe

If a user has been marked as safe unintentionally, you can swipe again to mark them as missing. Note that only the user that marked a user as safe can re-mark the user as missing
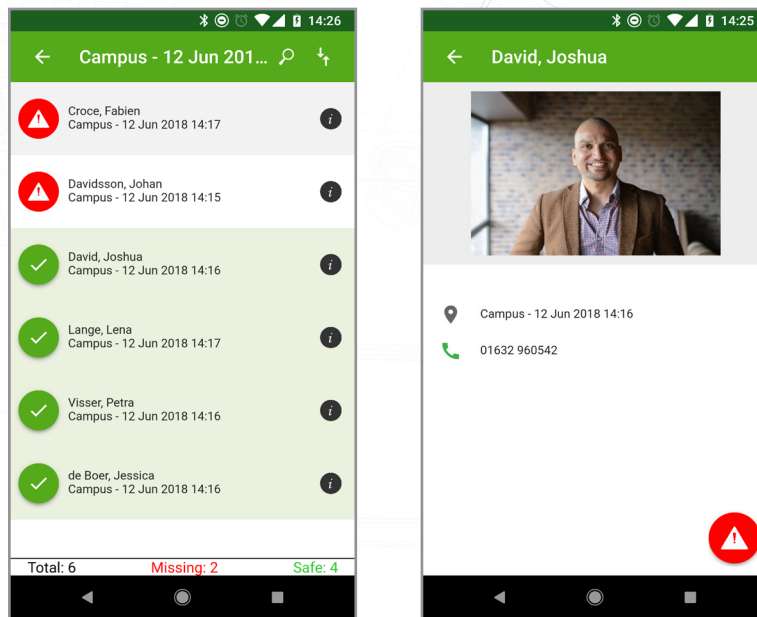
Offline Muster control

If your device loses internet connection or losses connection to the Net2 server, any currently open roll call report will remain on screen and remain operational to the current operators.

While connection is unavailable, the roll call report will still automatically update on all devices that have the report. The devices will use the cloud to synchronise information between devices so will appear to operate in the same way as if the Net2 server was online. Users will update in real time on all devices and synchronise data back to the Net2 server when communication is re-established.

User information

When viewing a roll call report, more detail on a user can be found by clicking the info icon to the right. This will display the user's image and telephone number (if populated within their user record) and last known location.

Paxton Connect Admin

Net2Online Web UI