Paxton

Net2 APN-1032-US

Paxton

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.

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	 Net2 Access Control Events Events Access levels Timezones Doors Areas Anti-passback Reports Roll call Net2 operators 	Report Muster Points A muster point is a reader which is designated for personnel to report at in the event of an emergency. Area group Building Complex Check the readers which are muster points Back Door (In) Building Link (In) Building Link (In) Car Park Barrier 1 (In) Car Park Barrier 2 (In) Front Door (In) Front Door (In)
Y	Net2 actions 🔗	Meeting Room (In) Stores (In)
	Net2 details \hat{a} Roll call	
	Net2 documentation	

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Selecting your printer

- Open the Configuration Utility
 Click on 'Printer Options'
- 3. Under roll call printers Click 'Add'

Roll Call Printers	
Select roll call printers	Add Delete
Email roll call to these recipients	<u>Add</u> <u>D</u> elete
Automatically print roll-call	
Add page breaks between departments	0
Print Roll Call as System User	
Print Roll Call as specified user	
Number of copies	1 +

4. Select printer from the list and click 'Ok'

Roll Call Printers Select a printer OK Select roll call printers Add Delete	Default printer	Net2 Server Configuration Utility X
		Cancel Add Delete
Microsoft XPS Document Writer		Microsoft XPS Document Writer
Email roll call to these recipients Microsoft XPS Document Writer Microsoft Print to PDF Eax	Email roll call to these recipients	Microsoft Print to PDF
Automatically print roll-call OneNote for Windows 10 OneNote (Desktop)	Automatically print roll-call	OneNote for Windows 10

5. Click 'Apply'

Select roll call printers	Microsoft XPS Document Writer	Add Delete
Email roll call to these recipients		<u>A</u> dd <u>D</u> elete
Automatically print roll-call		
Add page breaks between departments		
Print Roll Call as System User		
Print Roll Call as specified user		
Number of copies	1 +	
	OK	. Cancel 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. $< \frac{http://paxton.info/59}{http://paxton.info/59} > It can also be created manually by clicking on the 'Create new' button in the report tab from the roll call screen and select the area group that the report is required for.$

Create Roll Call Report		23
Where did the incident occ	:ur?	
Building Complex		•
Advanced	Create	Cancel

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.

where did the	incident occur?		
Building Com	plex		
		ome time in the past te of when the incident o	occured
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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 antipassback system can help to enforce this.

All ACU's must be defined within the Areas system to ensure accurate user tracking.



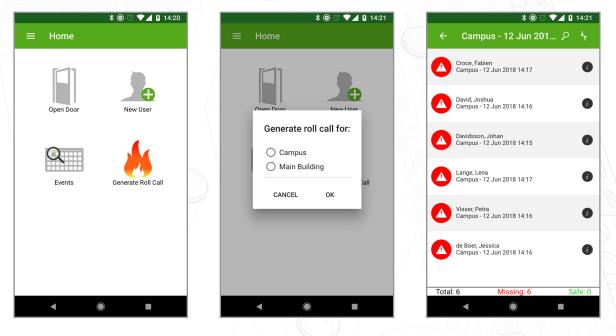
Roll call using Paxton Connect Admin or Net2Online

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

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Ħ	Home			
	Open Door	Open Door New User	Events Generate Roll Call	F
*	Roll Call			
1	Users			
	Events			F
	Reports			
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Q	Logout			
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Net2 APN-1032-US

	Net2	Home > Roll Call	<u>۶</u>
1 9	Demo User DemoSite 🛛 🛠	Campbell, Llly Marketing - 26 Nov 2018 15:50	0
Ħ	Home	Makeing 20 Nov 2018 1330	
	Open Door	Clark, Rob Marketing - 8 Jan 2019 13:19	0
*	Roll Call	Clarke, Catherine Marketing - 26 Nov 2018 16:30	0
1	Users		
Q	Events	Cox, Jannet Marketing - 26 Nov 2018 16:30	0
	Reports	Davidson, Sally Marrieting - 26 Nov 2018 16:30	0
		Davies, Grace Marketing - 26 Nov 2018 16:30	0
		Davis, Drew Marrieting - 26 Nov 2018 15:49	0
		Durrant, Amanda Marketing - 8 Jan 2019 13:19	0
		Durrant, Robin Marketing - 8 Jan 2019 13:19	0
		Fraser, Max Marrieting - 26 Nov 2018 16:30	0
Q	Logout v1.1.420	Total: 67 Missing: 60	Safe: 7

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

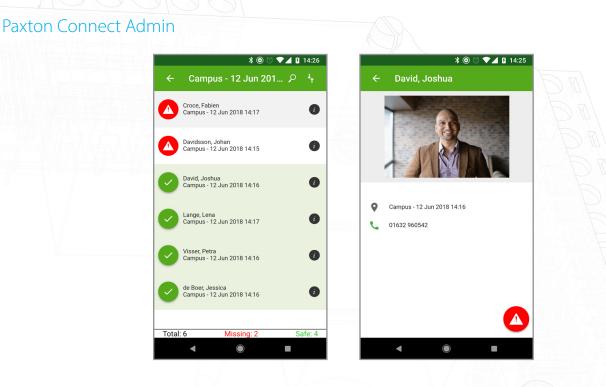
If your device loses internet connection or losses connection to the Net2 server, any currently open roll call report will remain on screen and remain operational to the current operators.

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.



Net2Online Web UI

Net2			
Demo User DemoSite <	Campbell, Lily Marketing - 20 Nov 2018 15:50		
Home			
Open Door	Clark, Rob Marketing - 8 Jan 2019 13:19		
Roll Call Users	Clarke, Catherine Marketing - 26 Nov 2018 16:30	Campbell, Lily	
Events	Cox, Jannet Marketing - 26 Nov 2018 16:30		
Reports	Davidson, Sally Marketing - 26 Nov 2018 16:30		
	Davles, Grace Marketing - 26 Nov 2018 16:30		
	Davis, Drew Marketing - 26 Nov 2018 15:49	Marketing - 26 Nov 2018 15:50	
	Durrant, Amanda Marketing - 8 Jan 2019 13:19		
	Durrant, Robin Marketing - 8 Jan 2019 13:19		
	Fraser, Max Marketing - 26 Nov 2018 16:30		