

Net2 APN-1197-US

Configuring Net2 Occupancy Management

Requirements

- Net2 Access control v6.04 or higher
 - Requires Net2 Pro software
 - System Engineer or Supervisor operator permissions
 - Unless a one-way system is being operated,
 - perimeter doors to any given area must have both an in and out reader in order for this feature to function correctly
 - See < <u>www.paxton.info/720</u> > for the minimum PC specifications and compatibility statement



Please note: PaxLock is not supported with this functionality.

About

The Net2 Occupancy Management feature allows you to set a maximum occupancy level for any given area. This allows you to maintain control of the density of people in an area and encourage social distancing.

In order to use the Occupancy Management feature, areas and area groups must be setup as outlined in:- AN1023-US Configuring areas and area groups <<u>www.paxton.info/6336</u> >

Once you have defined the areas and groups in your building you are ready to setup the Occupancy Management feature.

Activating the feature

- 1. Open the Net2 Configuration utility
- 2. Select the features tab and check the 'Occupancy Management' box
- 3. Now select 'Apply' for the feature to be activated

Net2 APN-1197-US

General Database Features		Net2Air Bridges	HTML Reports	Email	SMS
	Net2Air Settings	Diagnostics		Printer Optic	ons
features listed below.	ures which can optionally be enabled. To a feature which was previously enabled,	-			
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- 4. Reports will automatically be generated and stored in the folder shown under the 'HTML Reports' tab. If you wish to change this default location or turn off the generation of these reports, this can be done within this tab
- 5. You can also change how often the HTML report will be refreshed. By default, this is set to 15 seconds
- 6. For privacy purposes, if you do not wish to display the user table in the report, check the box next to 'Hide user table in reports'

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7. Once complete, click apply, followed by Ok to close the utility

Setting up the software

- 1. Open the Net2 Pro software
- 2. Select 'Areas' shown in the left tree menu
- 3. Then in the right-hand window select the 'Occupancy Management' tab

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Events	Areas Reader definitions Area groups Occupancy Management			
Access levels E Timezones	Area Bedroom 2	Maximum Occupancy 10	Restrict Access Yes	
E Doors	Kitchen	10	Yes	
- Areas	Master Bedroom	10	Yes	
S Anti-passback	Study	10	No	
 Triggers and Actions Reports 	Utility Room	10	No	
Roll call				
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Net2 actions				
 Log off 	Reset	Inactivity Period		
Net2 details	Moves users from the selected area into Outside World	Amount of hours a user can be inactive before they are considered no longer on site		
Areas				
	All areas Reset current occupancy	18 hours		
Net2 documentation 🛛 😣				
				Apply

- 4. **Maximum Occupancy** From here you can set the maximum desired occupancy for each area, which is set as 10 by default
- 5. **Restrict Access** Selecting '**yes**' under restrict access will deny users access to that area once the maximum occupancy has been reached
- 6. **Reset Occupancy state** If you are aware of someone no longer residing within an area but not clocked out, you can reset the occupancy status of that area using this option
- 7. **Inactivity period** Inactive users for the period of time set here will automatically be removed from the area



Manually removing users from an area

If you are aware of a user having left an area but not having badged out, they can be manually removed from that area by following these steps:

- 1. Select 'Users' in the left-hand tree menu and choose the user you wish to remove from an area
- 2. Then in the right-hand window select the 'Occupancy Management' tab
- 3. Click the reset button and they will be removed from all areas

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User Override

2.

If you need to have management or selected staff members exempt from occupancy management, use the following steps:

1. Select 'Users' in the left-hand tree menu and choose the user you wish to remove from an area

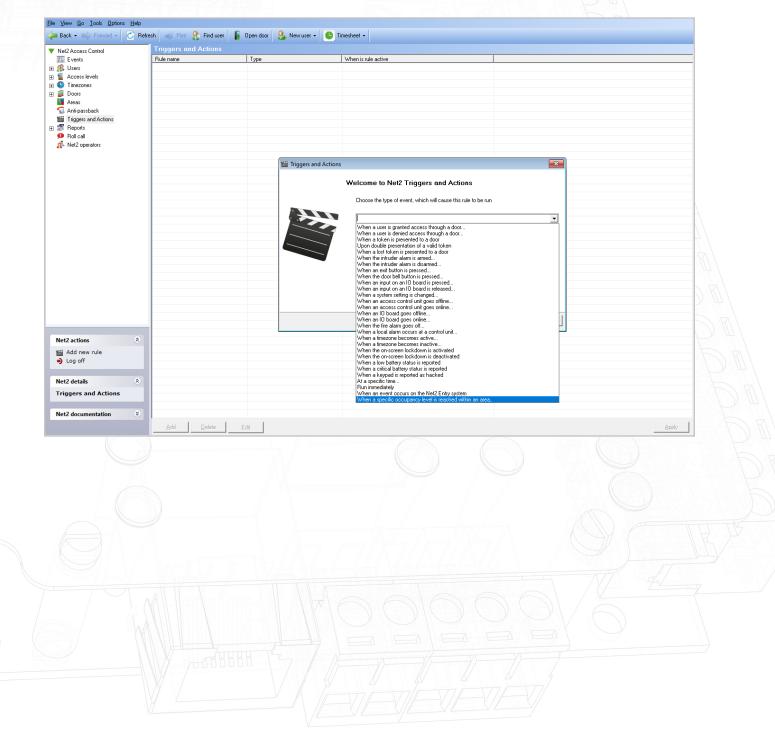
Then in the right-hand window select the 'Occupancy Management' tab

3. Check the box for "User exempt from occupancy management rules" and click apply.



Creating alerts based on the Occupancy level

- 1. Make sure you can see Trigger and Actions in the left-hand tree view by selecting 'View' and 'Triggers and actions'
- 2. Select the Triggers and Actions menu in the tree menu
- 3. Select the 'Add' button
- 4. Select 'When a specific occupancy level is reached within an area...'





5. Choose which areas you would like this rule to apply to

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			when a specific occupancy level is reached within an area
			Choose to which doors and areas this rule applies
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6. Now select the occupancy level criteria to trigger the action

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7. Select when the rule will be active

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Timezones				
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			When a specific occupancy level is reached within an area	
			Set a time delay between the trigger and the actions	
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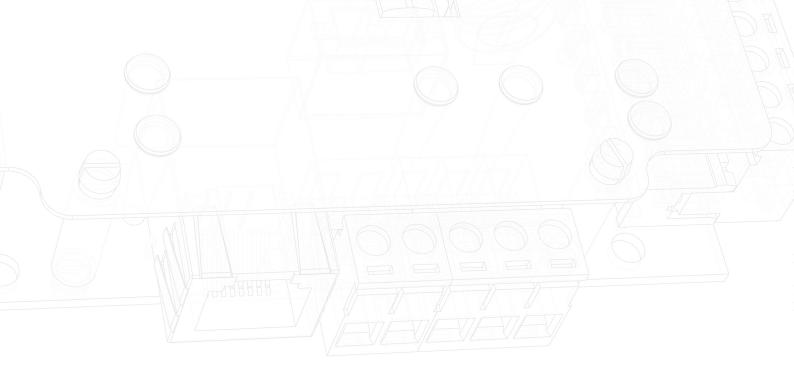


9. Finally, choose the action you would like to take place

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					Send an SMS		
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					Control a Door		
					Run a .exe File		
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10. Once complete, select 'Finish'

Note: The Occupancy Management features requires a live connection with the Net2 server to be present. If this connection is lost, all ACUs within a controlled area will resume standard, permission based operation.





Occupancy Management.html Report

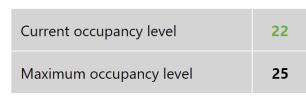
Once the Occupancy Management feature is setup, Net2 will generate a separate HTML report for each area. By default, these reports are stored in the following location:

C:\Net2 Access Control\Occupancy Management Reports\[AREA NAME].html

To view the HTML reports copy the report location into any standard web browser in the URL field.

The last seen column shows when the user was last seen by the system in this area. If the user is seen in any other area, they will be added to that area report and automatically removed from the area they have left.

Paxton Technology Centre Last updated - 09 June 2020 09:25:04





User	Last seen
Farner, Jody	08:39:28
Rowlands, Steve	08:36:15
Williams, John	08:38:24
Laura, Smith	08:39:25
Skinner, Arla	08:38:45
Blaese, Shiv	08:38:20
Santiago, Nayan	08:32:24
Roy, Annie	08:31:15
Mcghee, Imanni	08:30:10
Sampson, Mark	08:28:25
Stephens, Darcie-Mae	08:24:25
Holcomb, Olivia	08:23:25
Wilcox, Rhys	08:20:25
Key, Bethany	08:15:25
Freeman, Daniel	08:14:15
Griffiths, Mark	08:14:01
Foster, Mike	08:12:33

