



## AN1032 - 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 connected to the server**

### Overview

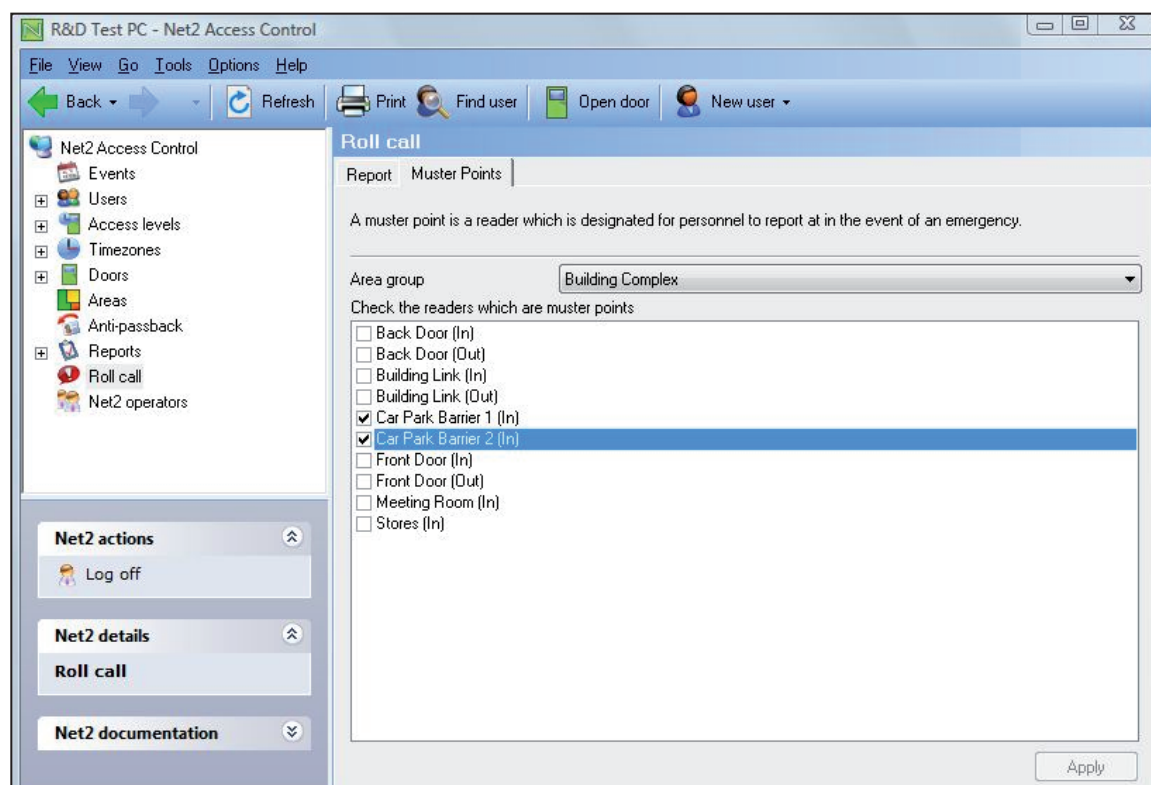
Roll call allows the system administrator to obtain a report listing all of the users currently within a specified area. This is primarily used in the event of an emergency, such as a fire alarm, when it can be used to check that everyone is out of the building.

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) < <http://paxton.info/978> > to see how these are set up and what limitations apply.

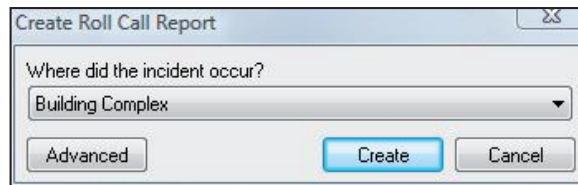
### Specifying muster points

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.

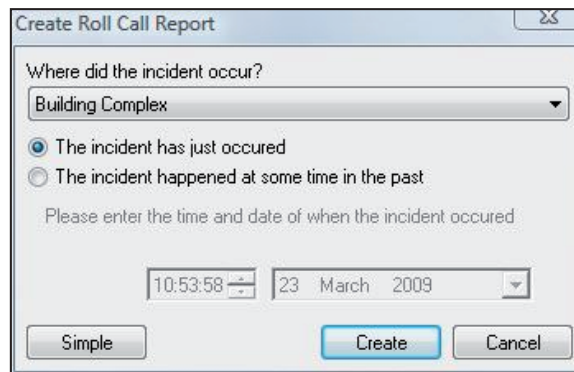


## Creating a roll call report

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). < <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.