

Technical Guide TGAV22

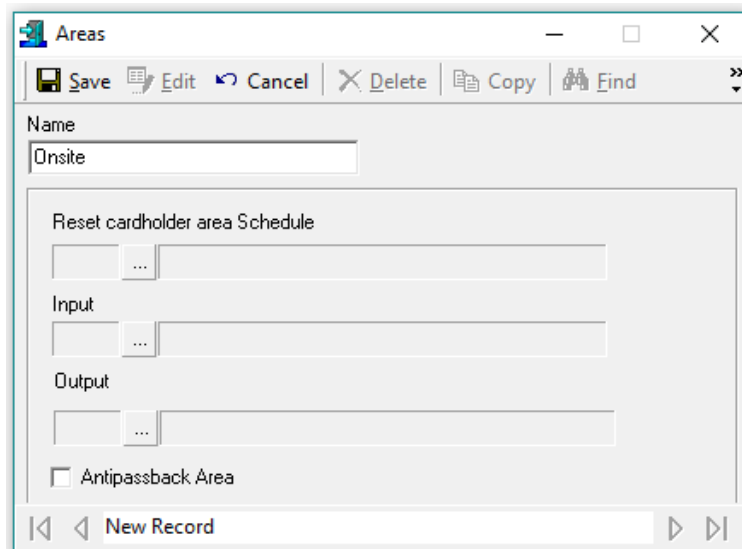
Creating Areas and Configuring an automated Muster Report

Note – If you wish to set up an *automated* Muster Report using a Fire Alarm Panel, you must first configure a spare Input on an RBH Access Control Panel to be a designated Fire Panel Input. For reference on how to do this, please create the Areas as shown below then skip to page 7

Creating Areas

To create an accurate Muster Report, you must create Areas. For simplicity's sake, this guide will create just 2 Areas – Onsite and Offsite – with which to demonstrate the process.

- Select **Database** at the top of the main software screen, then **Areas**.
Select **New**, give the Area a name. In this example, we are creating **Onsite**.

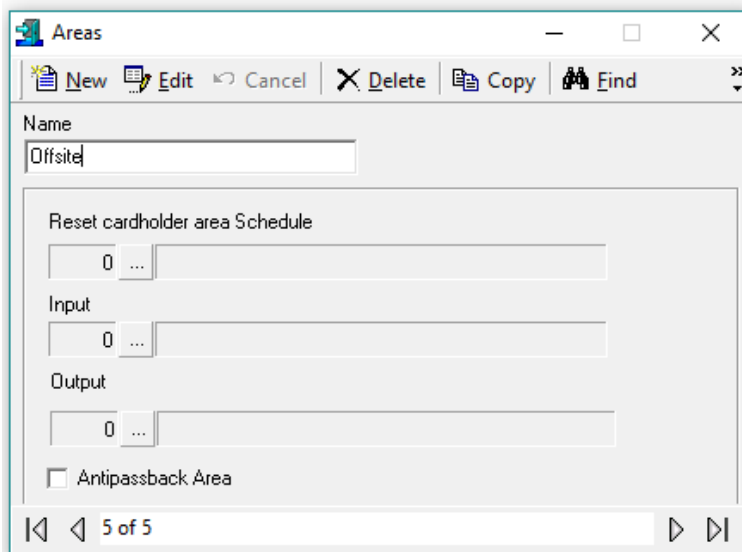


The screenshot shows the 'Areas' window with the following fields and options:

- Name:** Onsite
- Reset cardholder area Schedule:** [Empty field]
- Input:** [Empty field]
- Output:** [Empty field]
- Antipassback Area:** ☐

The bottom status bar shows 'New Record'.

- Select **Save, New**, then create the other Area, **Offsite**.



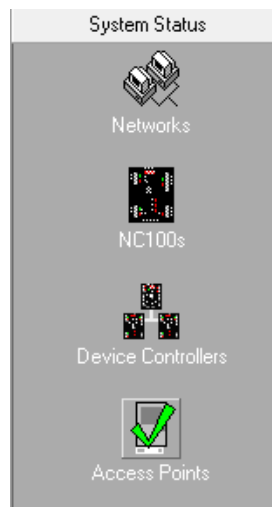
The screenshot shows the 'Areas' window with the following fields and options:

- Name:** Offsite
- Reset cardholder area Schedule:** 0
- Input:** 0
- Output:** 0
- Antipassback Area:** ☐

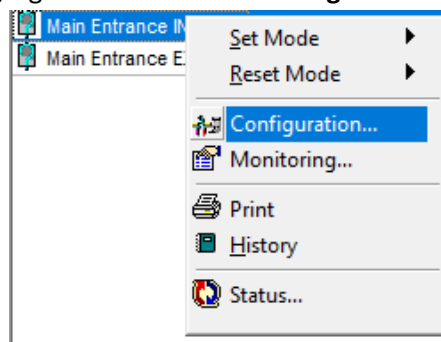
The bottom status bar shows '5 of 5'.

Configuring Access Points with Areas

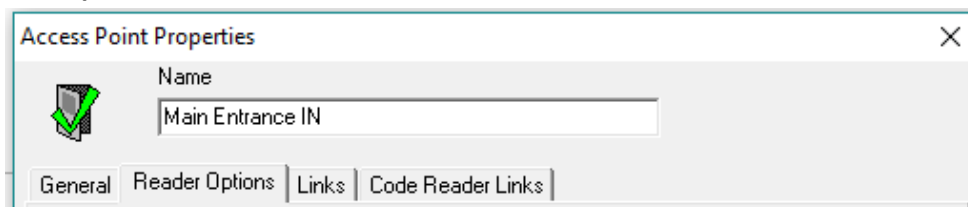
- Now we have the Areas, we need to apply them to each relevant **Access Point**, so select Access Points from the left-hand side of the main software screen.



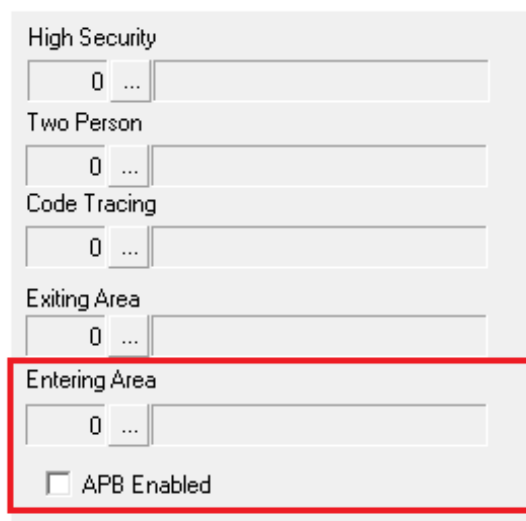
- Select an Access Point from the list, right-click and select **Configuration**.



- Select the **Reader Options** Tab. Note, the Access Point we have selected in **Main Entrance IN**.



- On the right-hand side of the Reader Options Tab, you will see several settings with '...' browsing icons, including **Entering Area**. This is where Areas are applied to Access Points.



- The rule of thumb to follow when setting Areas to Access Points is this – when a card is presented to this Access Point, which Area do you want the Card to move into? i.e. will the card be **Entering Area** X, Y or Z? For example, at the **Main Entrance** into a building, the card would move into the **Onsite** Area. Likewise, when leaving that building, you would want that same card to move into the **Offsite** Area. Following this rule, in the example below on the **Main Entrance IN** Access Point we have the **Entering Area** set to **Onsite**.

Access Point Properties

Name: Main Entrance IN

General Reader Options Links Code Reader Links

Card Formats

- ☐ 40 bit PCSC
- ☐ 42-bit 2Crypt-S
- ☐ 44 bit Casi Rusco
- ☐ 48 Bit HID Corporate-S
- ☒ 50 bit RBH

☐ Deduct usage

☐ Facility code fallback mode

☐ Reverse Data

☐ In/Out Reader

☐ Offline Operation Enabled

☐ Require Card and PIN

High Security

High Security: 0 ...

Two Person: 0 ...

Code Tracing: 0 ...

Exiting Area: 0 ...

Entering Area: 4 ... Onsite

☐ APB Enabled

OK Cancel

To do this, select the '...' icon next to Entering Area, and pick the desired Area from the list.

- On the next Access Point, **Main Entrance EXIT** we have the **Entering Area** set to **Offsite**

Access Point Properties

Name: Main Entrance EXIT

General Reader Options Links Code Reader Links

Card Formats

- ☐ 40 bit PCSC
- ☐ 42-bit 2Crypt-S
- ☐ 44 bit Casi Rusco
- ☐ 48 Bit HID Corporate-S
- ☒ 50 bit RBH

☐ Deduct usage

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High Security: 0 ...

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Code Tracing: 0 ...

Exiting Area: 0 ...

Entering Area: 5 ... Offsite

☐ APB Enabled

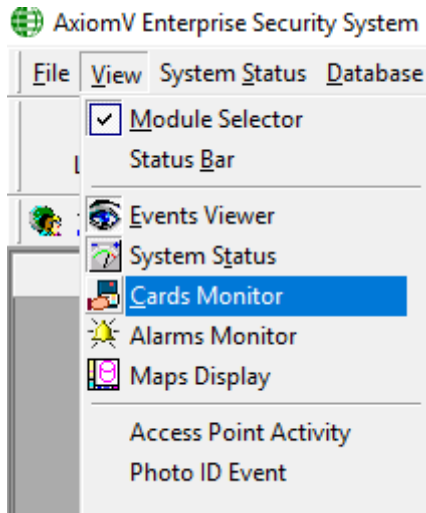
OK Cancel

- Repeat this process for each Access Point in your system, asking yourself each time “which Area will a card be *entering or moving into* when it is presented to this Access Point?”

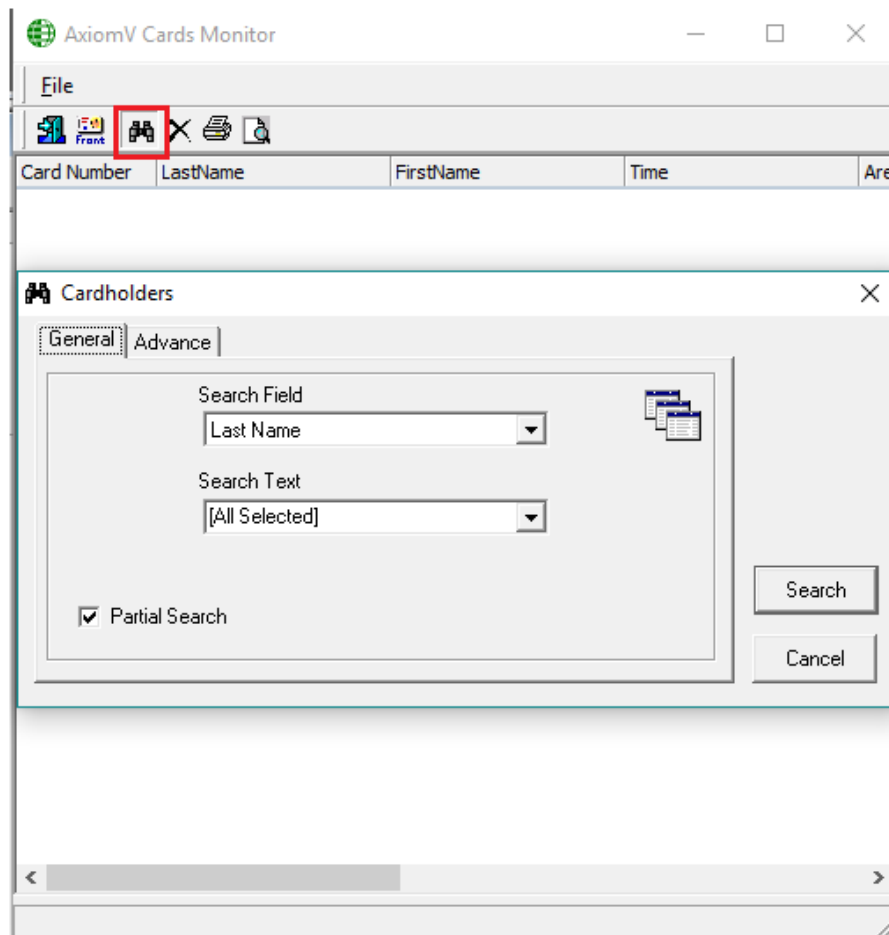
It is important to ensure you configure this correctly. The Muster Report’s accuracy depends on the information generated at the Access Points through accurate Entering Area settings.

Viewing a Muster Report

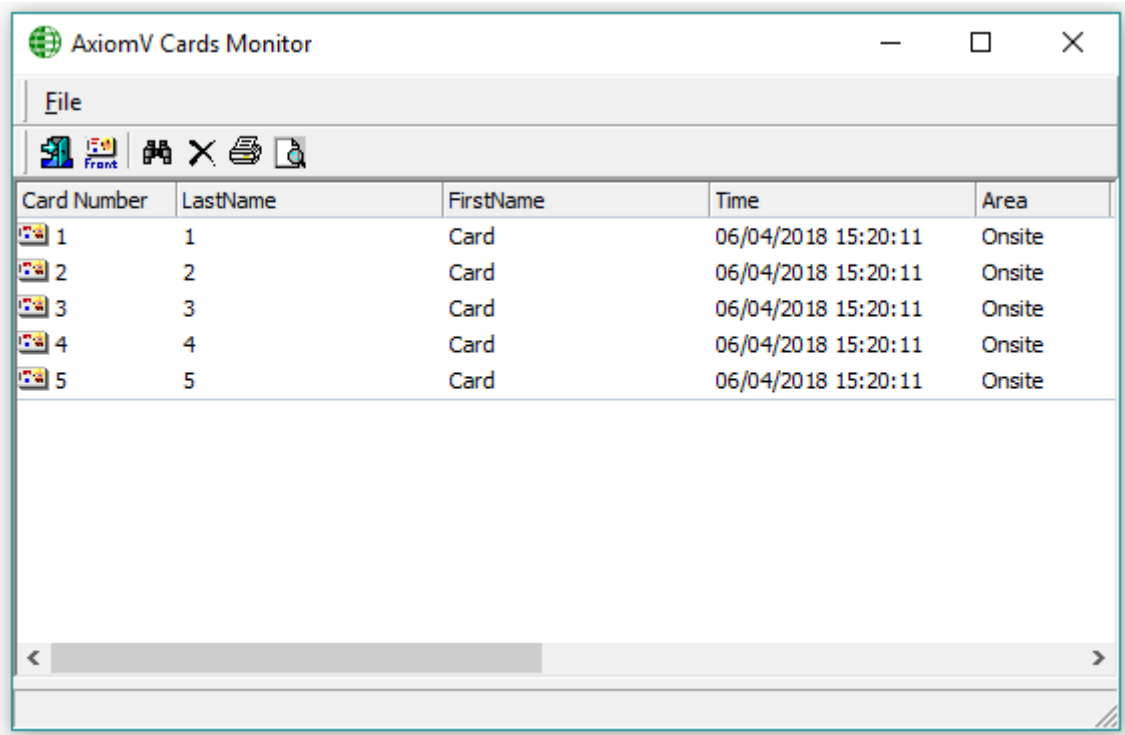
- To see which Areas Cardholders are in at a glance (and to print a list manually), select **View** from the top of the main software screen, then **Cards Monitor**.



- Select the **Search Binoculars** icon highlighted in red at the top of the window, then hit **Search** again once the pop-up window appears to generate a full list of all cardholders in your system.



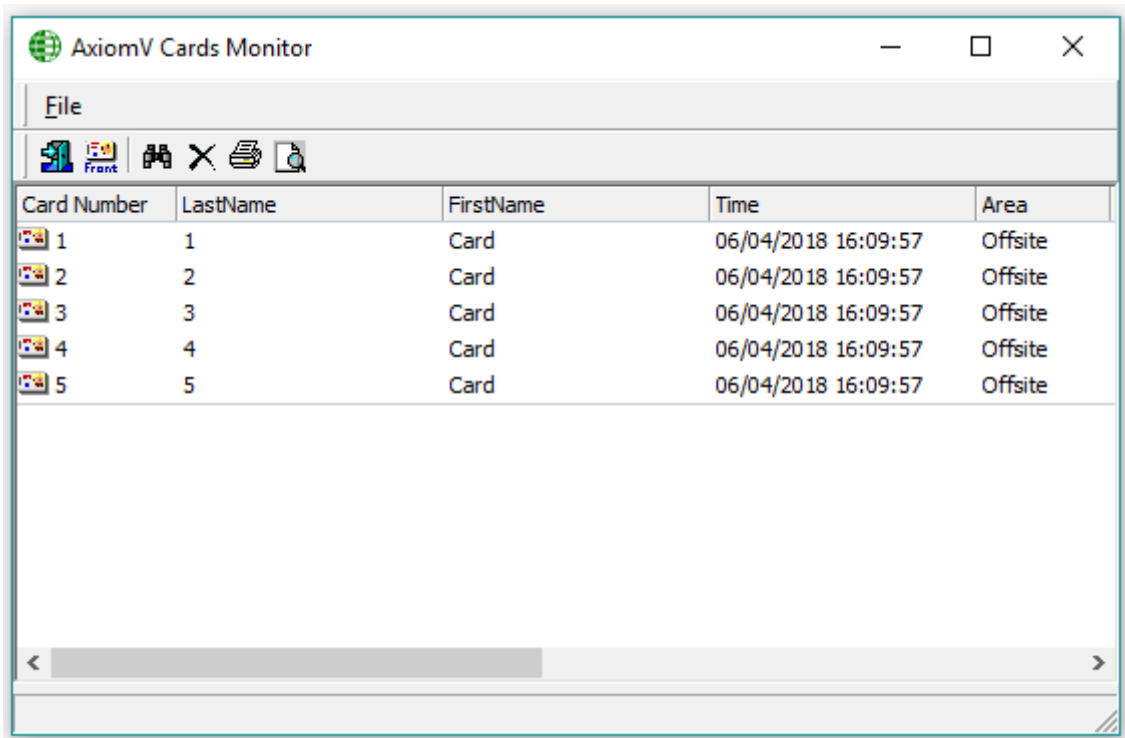
- In the screen below we have 5 cards, all in the **Onsite** Area.



The screenshot shows the 'AxiomV Cards Monitor' application window. It has a menu bar with 'File' and a toolbar with icons for 'Front', 'Back', 'Print', 'Close', and 'Search'. Below the toolbar is a table with 5 rows of card data. All cards are in the 'Onsite' area. The time stamp for all cards is '06/04/2018 15:20:11'.

Card Number	LastName	FirstName	Time	Area
1	1	Card	06/04/2018 15:20:11	Onsite
2	2	Card	06/04/2018 15:20:11	Onsite
3	3	Card	06/04/2018 15:20:11	Onsite
4	4	Card	06/04/2018 15:20:11	Onsite
5	5	Card	06/04/2018 15:20:11	Onsite

- And later, the same 5 Cards in the **Offsite** Area (note the time stamp next to each cardholder.)

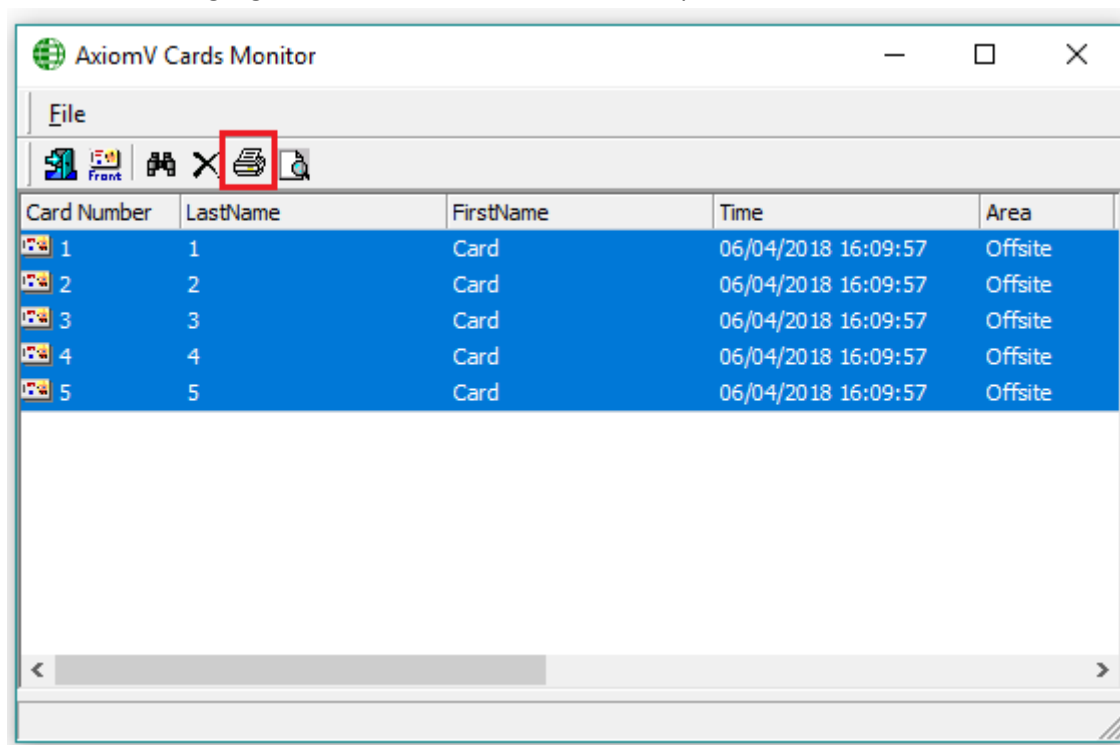


The screenshot shows the 'AxiomV Cards Monitor' application window. It has a menu bar with 'File' and a toolbar with icons for 'Front', 'Back', 'Print', 'Close', and 'Search'. Below the toolbar is a table with 5 rows of card data. All cards are in the 'Offsite' area. The time stamp for all cards is '06/04/2018 16:09:57'.

Card Number	LastName	FirstName	Time	Area
1	1	Card	06/04/2018 16:09:57	Offsite
2	2	Card	06/04/2018 16:09:57	Offsite
3	3	Card	06/04/2018 16:09:57	Offsite
4	4	Card	06/04/2018 16:09:57	Offsite
5	5	Card	06/04/2018 16:09:57	Offsite

- On a fully populated database, you will have a mixture of cardholders in different Areas with different time stamps. To quickly print the list, select each cardholder by holding the left mouse button and dragging the mouse down. This will highlight each cardholder in **Blue**

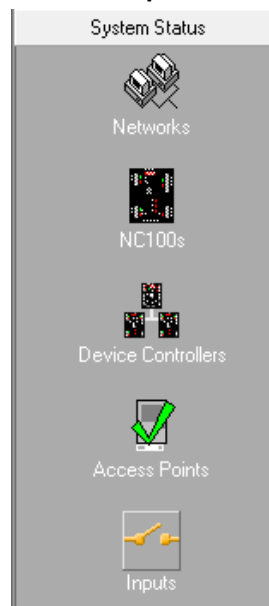
- With the Cardholders highlighted, select the **Print** icon at the top of the window.



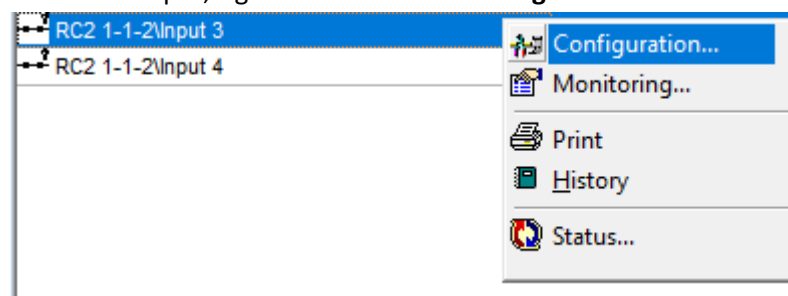
- This will print off a Muster Report on the PC's Default Printer (configured through the Windows OS)

How to enable automated Muster Report printing

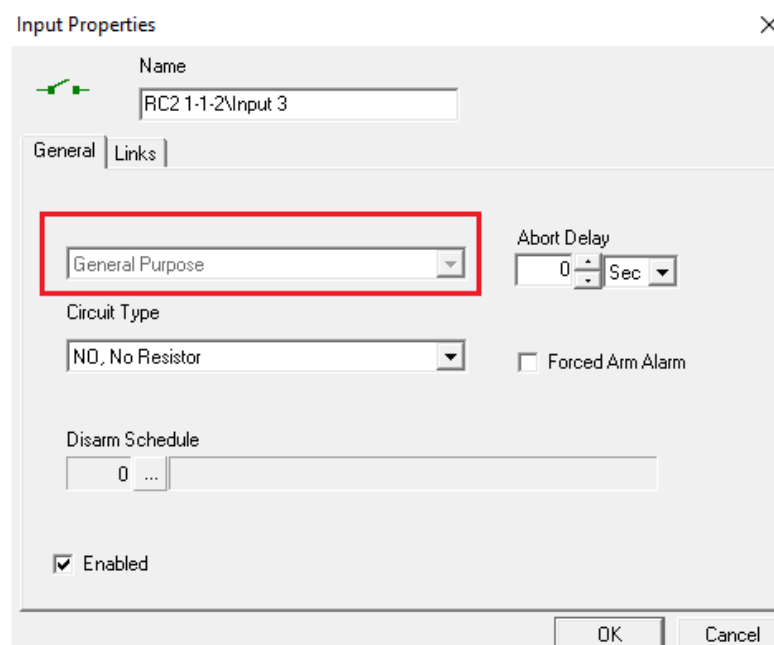
- The Muster Report can be printed automatically in the event of a Fire Alarm. To achieve this, a spare Input on an Access Control panel must be set as a Fire Input. This auto-muster also requires a device to be wired to the Fire Input, whether that be an Output from a Fire Panel or a push button/key switch etc.
- First, find an Input to be set as the **Fire Input**. Select **Inputs** from the left-hand side of the software screen.



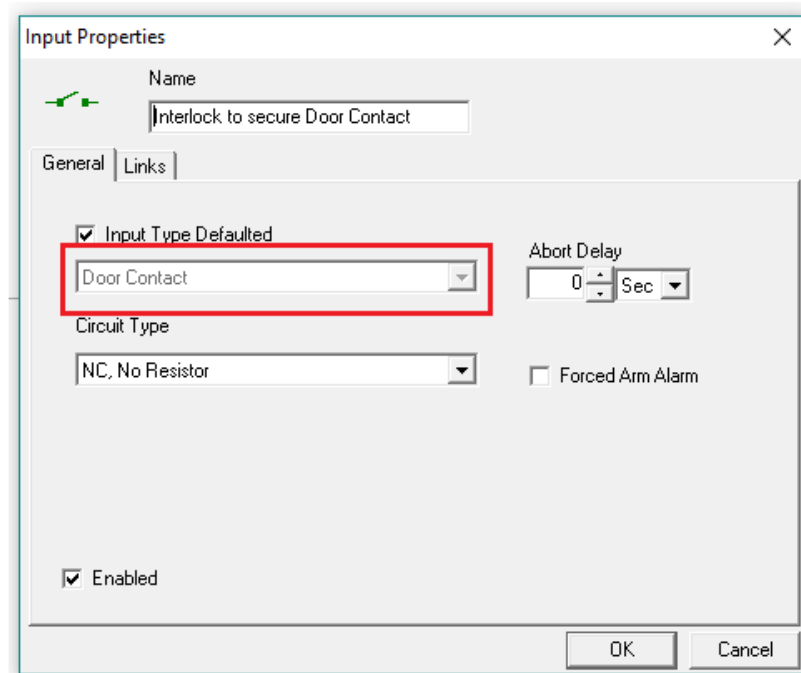
- Once you have found a suitable Input, right-click and select **Configuration**



- The Input should be set to General Purpose as in the screen below.

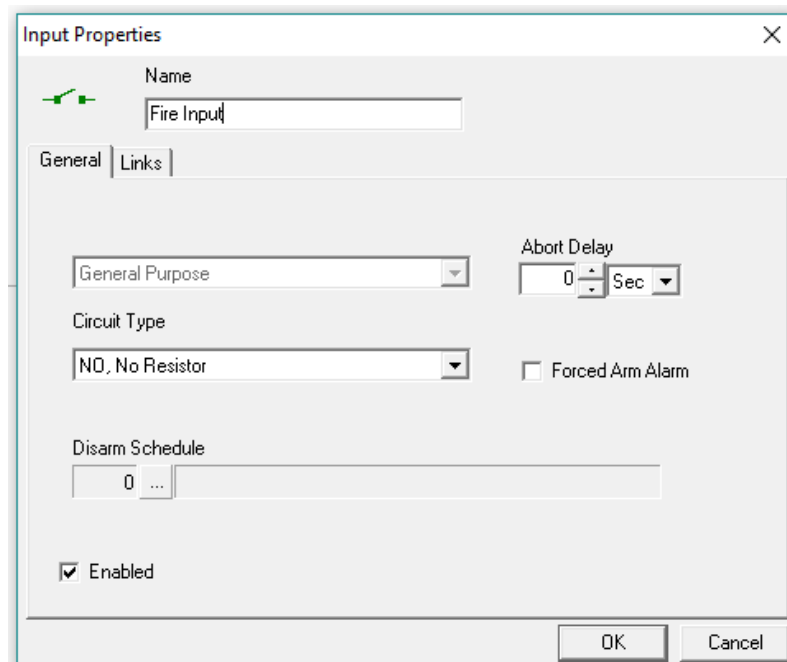


- If the Input you have selected does not say General Purpose, but Door Contact as shown below, please ensure the Input is not in use.



The screenshot shows the 'Input Properties' dialog box with the 'General' tab selected. The 'Name' field contains 'Interlock to secure Door Contact'. The 'Input Type Defaulted' checkbox is checked. The 'Input Type' dropdown menu is set to 'Door Contact', which is highlighted with a red rectangle. The 'Circuit Type' dropdown is set to 'NC, No Resistor'. The 'Abort Delay' is set to 0 seconds. The 'Forced Arm Alarm' checkbox is unchecked. The 'Enabled' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

- If you have confirmed it is not being used, untick the **Input Type Defaulted** box and this will change the Input to General Purpose. Then give the Input a name to make the Input easily identifiable. In the example below, we have chosen to name it **Fire Input**.



The screenshot shows the 'Input Properties' dialog box with the 'General' tab selected. The 'Name' field contains 'Fire Input'. The 'Input Type Defaulted' checkbox is unchecked. The 'Input Type' dropdown menu is set to 'General Purpose'. The 'Circuit Type' dropdown is set to 'NO, No Resistor'. The 'Abort Delay' is set to 0 seconds. The 'Forced Arm Alarm' checkbox is unchecked. The 'Disarm Schedule' field is set to 0. The 'Enabled' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

- Now go to **Database – Areas** and select the **Onsite** Area. Select **Edit**, then select the '...' browsing icon next to **Input** and choose the Fire Input as shown below.

The screenshot shows a window titled 'Areas' with a toolbar containing 'New', 'Save', 'Cancel', 'Delete', 'Copy', and 'Find'. Below the toolbar, the 'Name' field is set to 'Onsite'. The 'Reset cardholder area Schedule' field is set to '0'. The 'Input' field is set to '39' with a dropdown menu showing 'Fire Input'. The 'Output' field is set to '0'. There is an unchecked checkbox for 'Antipassback Area'. At the bottom, there are navigation arrows and a page indicator '4 of 5'.

- Repeat this process of adding the Fire Input to any Areas that you want to have the Muster Report print information on. When the Fire Input is triggered, it will print a Muster Report list of any Cardholders in that Area. For instance, you would not add the Fire Input to the **Offsite** Area because you would not need to know which Cardholders are *not* in the building in the event of a fire.

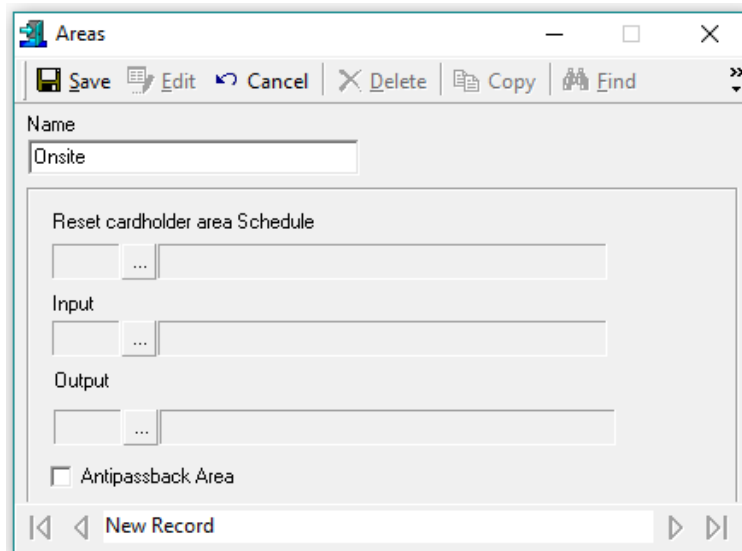
Now you have added the Input to your Areas, go to page 2 for information on how to add them to the Access Points.

Creating Areas and Configuring a Muster Report – Card Monitor

Creating Areas

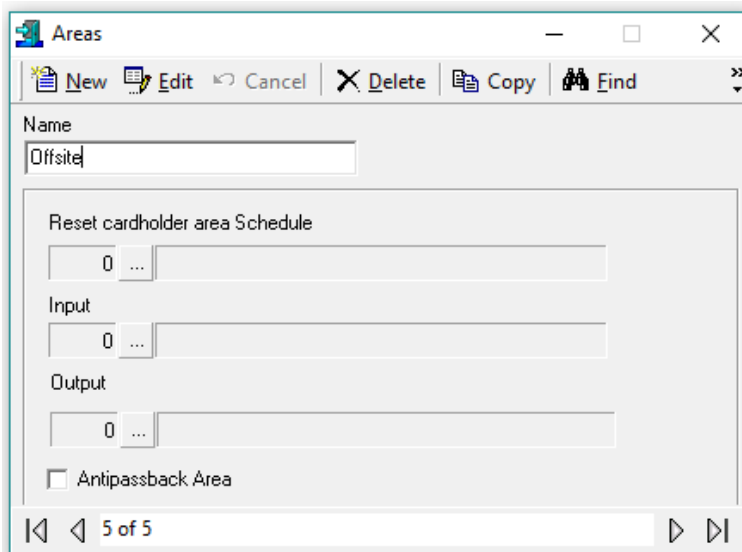
To create an accurate Muster Report, you must create Areas. For simplicity's sake, this guide will create just 2 Areas – Onsite and Offsite – with which to demonstrate the process.

- Select **Database** at the top of the main software screen, then **Areas**.
Select **New**, give the Area a name. In this example, we are creating **Onsite**.



The screenshot shows the 'Areas' window with the 'Name' field set to 'Onsite'. The window has a menu bar with 'Save', 'Edit', 'Cancel', 'Delete', 'Copy', and 'Find'. Below the name field, there are three sections: 'Reset cardholder area Schedule', 'Input', and 'Output', each with a dropdown menu and a text field. At the bottom, there is a checkbox for 'Antipassback Area' and a status bar showing 'New Record'.

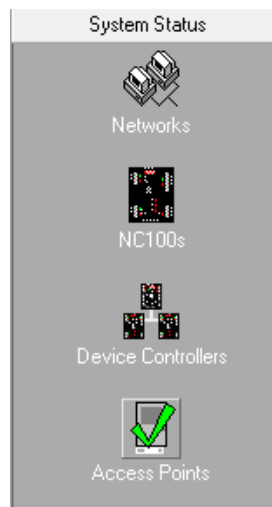
- Select **Save, New**, then create the other Area, **Offsite**.



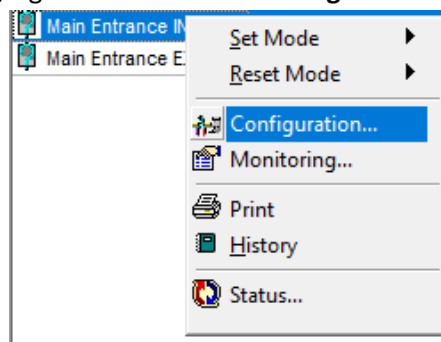
The screenshot shows the 'Areas' window with the 'Name' field set to 'Offsite'. The window has a menu bar with 'New', 'Edit', 'Cancel', 'Delete', 'Copy', and 'Find'. Below the name field, there are three sections: 'Reset cardholder area Schedule', 'Input', and 'Output', each with a dropdown menu and a text field. At the bottom, there is a checkbox for 'Antipassback Area' and a status bar showing '5 of 5'.

Configuring Access Points with Areas

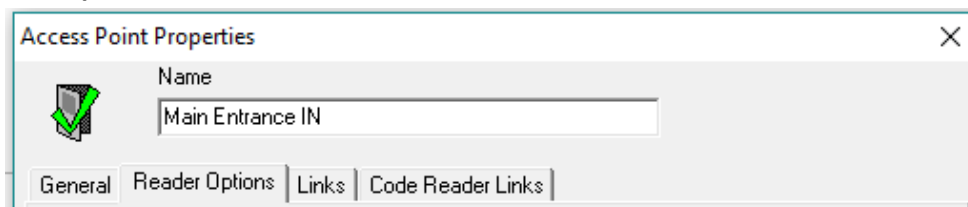
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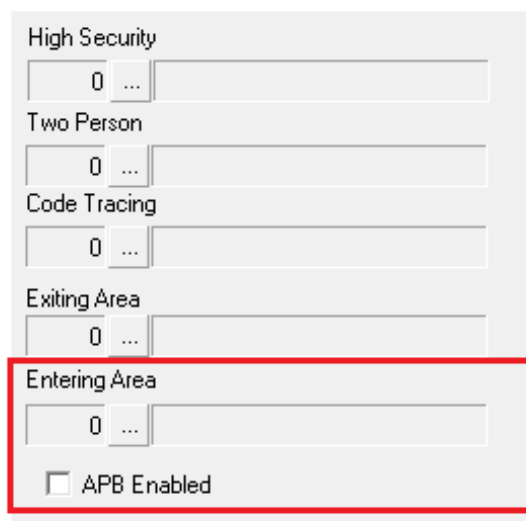
- Select an Access Point from the list, right-click and select **Configuration**.



- Select the **Reader Options** Tab. Note, the Access Point we have selected in **Main Entrance IN**.



- On the right-hand side of the Reader Options Tab, you will see several settings with '...' browsing icons, including **Entering Area**. This is where Areas are applied to Access Points.



- The rule of thumb to follow when setting Areas to Access Points is this – when a card is presented to this Access Point, which Area do you want the Card to move into? i.e. will the card be **Entering Area** X, Y or Z? For example, at the **Main Entrance** into a building, the card would move into the **Onsite** Area. Likewise, when leaving that building, you would want that same card to move into the **Offsite** Area. Following this rule, in the example below on the **Main Entrance IN** Access Point we have the **Entering Area** set to **Onsite**.

Access Point Properties

Name: Main Entrance IN

General Reader Options Links Code Reader Links

Card Formats

- ☐ 40 bit PCSC
- ☐ 42-bit 2Crypt-S
- ☐ 44 bit Casi Rusco
- ☐ 48 Bit HID Corporate-S
- ☒ 50 bit RBH

☐ Deduct usage

☐ Facility code fallback mode

☐ Reverse Data

☐ In/Out Reader

☐ Offline Operation Enabled

☐ Require Card and PIN

High Security

High Security: 0 ...

Two Person: 0 ...

Code Tracing: 0 ...

Exiting Area: 0 ...

Entering Area: 4 ... Onsite

☐ APB Enabled

OK Cancel

To do this, select the '...' icon next to Entering Area, and pick the desired Area from the list.

- On the next Access Point, **Main Entrance EXIT** we have the **Entering Area** set to **Offsite**

Access Point Properties

Name: Main Entrance EXIT

General Reader Options Links Code Reader Links

Card Formats

- ☐ 40 bit PCSC
- ☐ 42-bit 2Crypt-S
- ☐ 44 bit Casi Rusco
- ☐ 48 Bit HID Corporate-S
- ☒ 50 bit RBH

☐ Deduct usage

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High Security

High Security: 0 ...

Two Person: 0 ...

Code Tracing: 0 ...

Exiting Area: 0 ...

Entering Area: 5 ... Offsite

☐ APB Enabled

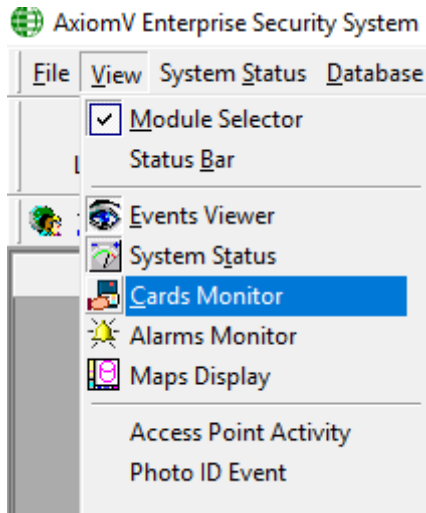
OK Cancel

- Repeat this process for each Access Point in your system, asking yourself each time “which Area will a card be *entering or moving into* when it is presented to this Access Point?”

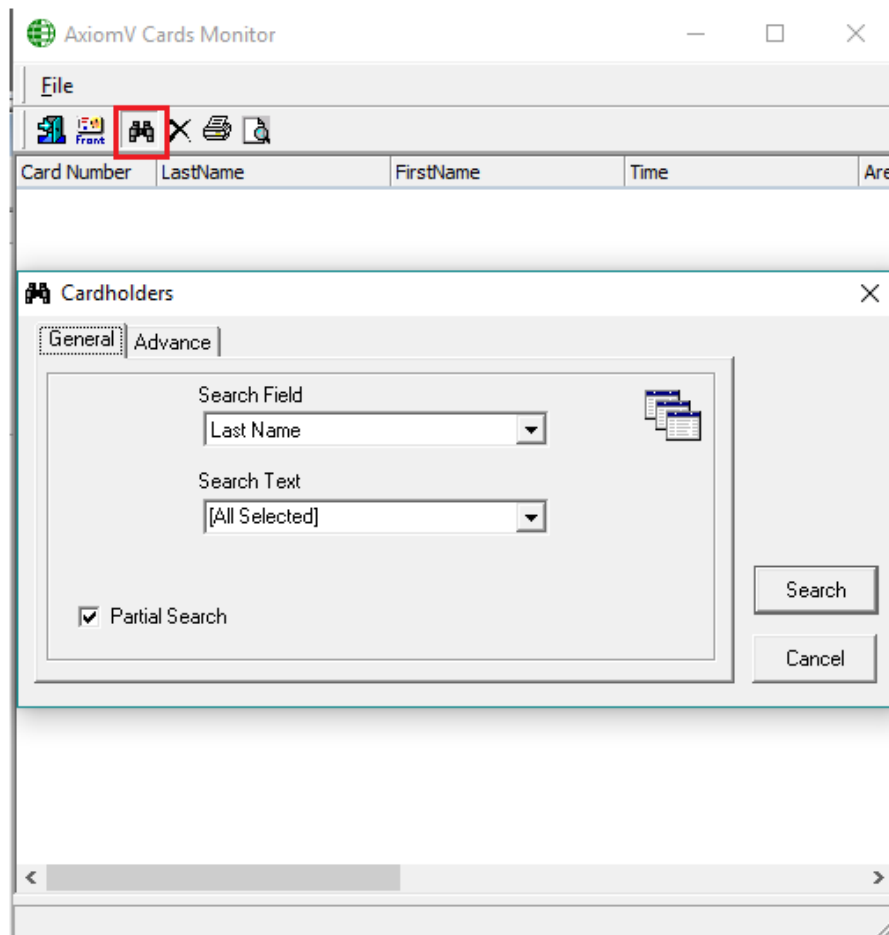
It is very important to ensure you configure this correctly. The Muster Report’s accuracy depends on the information generated at the Access Points through accurate Entering Area configuration.

Printing a Muster Report

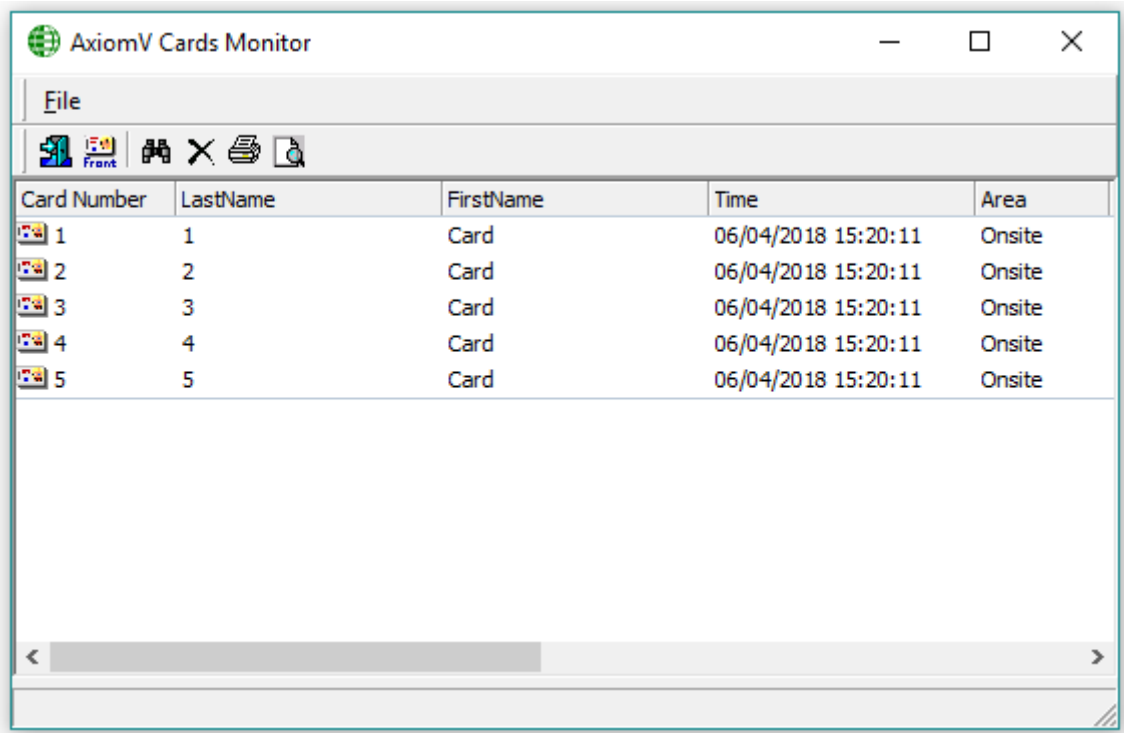
- To see which Areas Cardholders are in at a glance (and to print a list manually), select **View** from the top of the main software screen, then **Cards Monitor**.



- Select the **Search Binoculars** icon highlighted in red at the top of the window, then hit **Search** again once the pop-up window appears to generate a full list of all cardholders in your system.



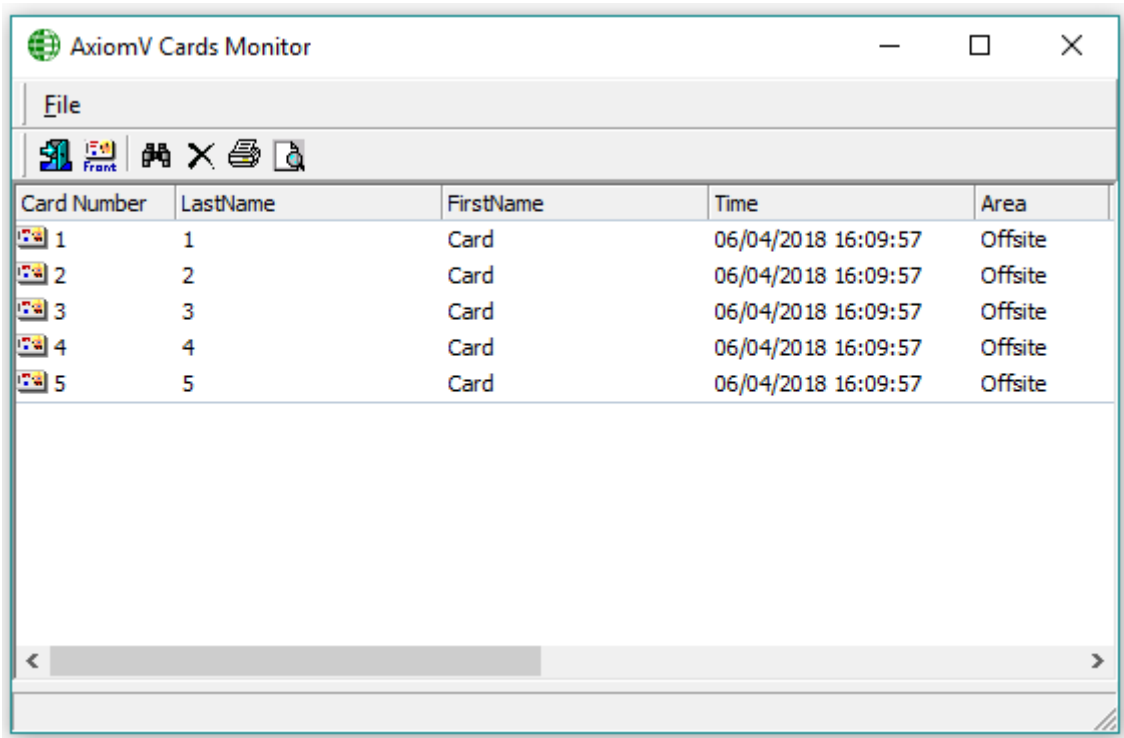
- In the screen below we have 5 cards, all in the **Onsite** Area.



The screenshot shows the AxiomV Cards Monitor application window. It has a menu bar with 'File' and a toolbar with icons for Front, Back, X, Print, and Search. Below the toolbar is a table with 5 rows of card data. All cards are in the 'Onsite' area.

Card Number	LastName	FirstName	Time	Area
1	1	Card	06/04/2018 15:20:11	Onsite
2	2	Card	06/04/2018 15:20:11	Onsite
3	3	Card	06/04/2018 15:20:11	Onsite
4	4	Card	06/04/2018 15:20:11	Onsite
5	5	Card	06/04/2018 15:20:11	Onsite

- And later, the same 5 Cards in the **Offsite** Area (note the time stamp next to each cardholder.)

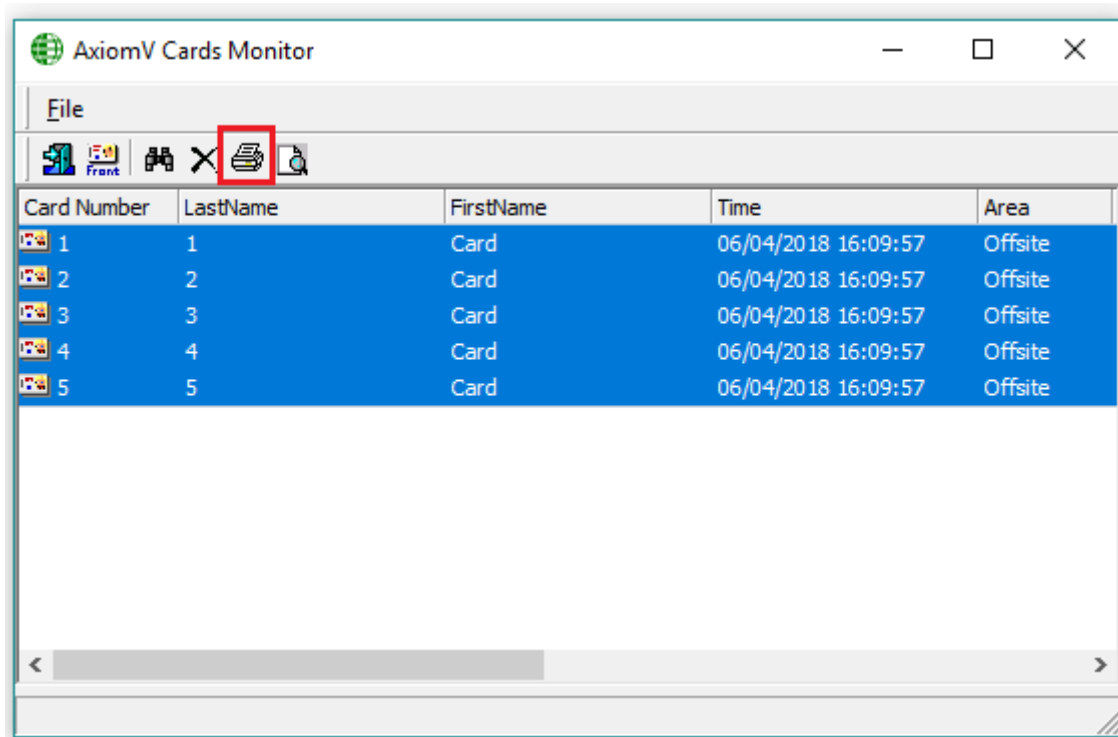


The screenshot shows the AxiomV Cards Monitor application window. It has a menu bar with 'File' and a toolbar with icons for Front, Back, X, Print, and Search. Below the toolbar is a table with 5 rows of card data. All cards are in the 'Offsite' area.

Card Number	LastName	FirstName	Time	Area
1	1	Card	06/04/2018 16:09:57	Offsite
2	2	Card	06/04/2018 16:09:57	Offsite
3	3	Card	06/04/2018 16:09:57	Offsite
4	4	Card	06/04/2018 16:09:57	Offsite
5	5	Card	06/04/2018 16:09:57	Offsite

- On a fully populated database, you will have a mixture of cardholders in different Areas with different time stamps. To quickly print the list, select each cardholder by holding the left mouse button and dragging the mouse down. This will highlight each cardholder in **Blue**.

- With the Cardholders highlighted, select the **Print** icon at the top of the window.

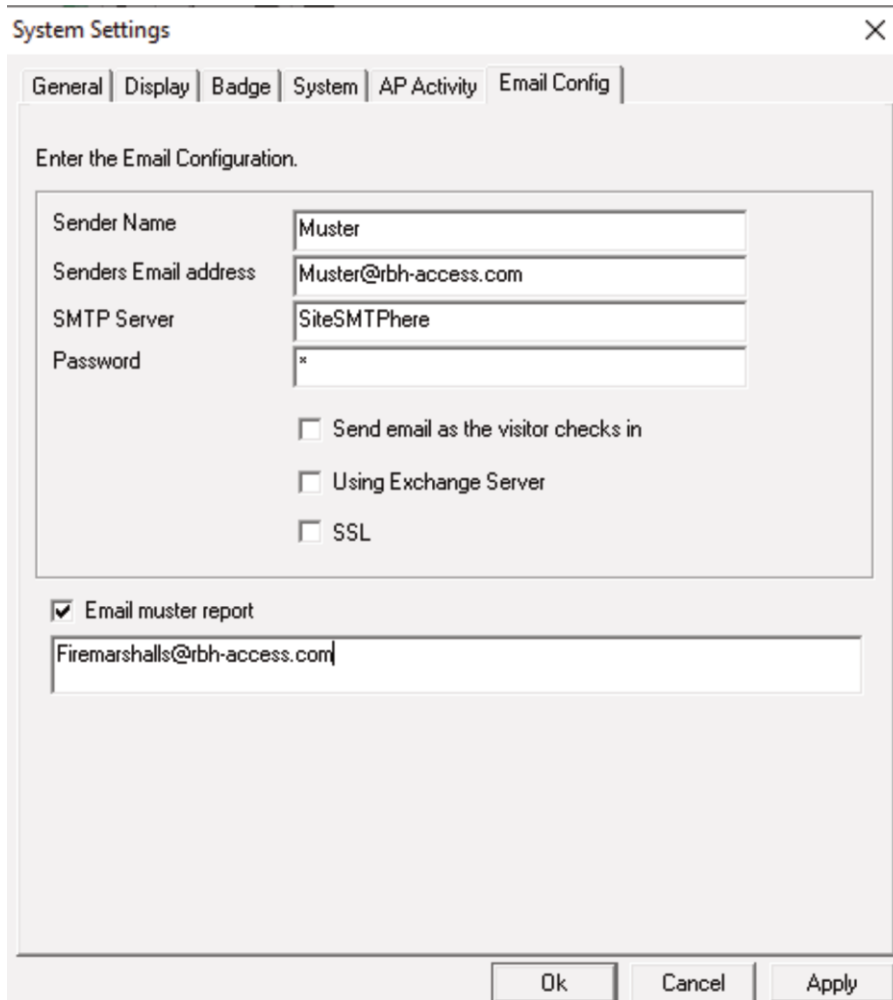


- This will print off a Muster Report on the PC's Default Printer (configured through the Windows OS under Devices and Printers)

Sending the Muster report via email

After confirming your muster report is working it is possible to send it via email instead of printing.

To send the Muster report via email instead of printing go to File and then system settings and the email config Tab.



The screenshot shows a 'System Settings' dialog box with the 'Email Config' tab selected. The dialog has a title bar with a close button (X). Below the title bar are tabs for 'General', 'Display', 'Badge', 'System', 'AP Activity', and 'Email Config'. The 'Email Config' tab is active, showing the text 'Enter the Email Configuration.' followed by a form. The form contains four text input fields: 'Sender Name' (containing 'Muster'), 'Senders Email address' (containing 'Muster@rbh-access.com'), 'SMTP Server' (containing 'SiteSMTPHere'), and 'Password' (containing a single asterisk '*'). Below these fields are three unchecked checkboxes: 'Send email as the visitor checks in', 'Using Exchange Server', and 'SSL'. At the bottom of the form is a checked checkbox 'Email muster report' followed by a text input field containing 'Firemarshalls@rbh-access.com'. At the very bottom of the dialog are three buttons: 'Ok', 'Cancel', and 'Apply'.

Sender Name	Muster
Senders Email address	Muster@rbh-access.com
SMTP Server	SiteSMTPHere
Password	*

☐ Send email as the visitor checks in
☐ Using Exchange Server
☐ SSL

☒ Email muster report
Firemarshalls@rbh-access.com

Ok Cancel Apply

Fill in the information above as per your customers email settings, to send to more than one person a distribution group should be set up within the customers email server.