NORTECH

RollCall

Help

DOC0041 Version 2.0

Table of Contents

Attention

This document is a printable PDF version of the HTML online help that accompanies the Norpass3 software. It is supplied so that the help information can be read in a PDF viewer such as Adobe Reader and printed and read as a hard copy.
The contents were primarily structured for display in a web browser in HTML format. Because of this, the PDF version may be subject to some layout issues such as large gaps between headings and diagrams, tables being split between pages and incorrect table formatting.

1 Roll Call Overview

The Roll call button can be used to obtain a report of all users within specified areas. This is primarily used in the event of an emergency, such as a fire, when it can be used to check which users are not yet safe and to quickly identify their last recorded location.

Multiple configurations can be created that can be used in situations such as when more than one building is controlled by a single Norpass3 system. This makes it possible to evacuate and produce a roll call for individual buildings when an emergency occurs.

Using Roll Call

Roll Call Configuration

2 Roll Call Configuration

Configuration Overview

Roll call reports can be configured to report on one or more 'critical zones' for which Norpass3 manages access. For the purposes of this explanation, a 'critical' zone is one or more areas (as defined in the 'Areas' configuration window) for which a roll call is required. For mustering in the case of an emergency evacuation, the 'critical zone' would be the building or installation that needs to be evacuated and where the report would list card holders that are recorded as still inside the building and possibly in danger. For standard roll call applications, the 'critical zone' would relate to one or more areas to which the roll call applies.

Roll Call reporting can be configured to identify the location of personnel in any of the the following ways:

Area Reporting
Here, all the 'areas' considered to be within the 'critical zone' are monitored so that all card holders identified as being within any of these areas (the last use their card gave them access that area) are listed in the report.

Muster Reader Reporting
Here, one or more readers can be designated as 'muster readers'. Each card holder must present their card to one of these muster readers to remove themselves from the report. In the case of an emergency evacuation all card holders that have not presented their card to a designated muster reader (as the latest read event) are listed in the report.

Combined Area and Muster Reader Reporting
Here, card holders will be on the list if the last use of their card was to enter one of the areas within the 'critical zone'. They would be removed from the list when they present their card at any reader that effectively takes them out of the 'critical zone' or if they present their card to any of the designated muster readers.

Configuration Screen

The configurations screen is accessed from the 'File' menu of the Roll Call reporting window. It can be used to create one or more report configurations. A separate report configuration should be added for each roll call or mustering procedure required to meet the needs of the administration. A report configuration should include one or more areas and/or one or more muster readers depending upon the requirements. If no areas are included in the configuration then all card holders will be included in the report with the exception of those whose last use of the card was to present it to a muster reader.

When multiple configurations have been created, they can be accessed from the 'Select Muster Report' drop down list on the main report screen.

An example configuration is shown below:
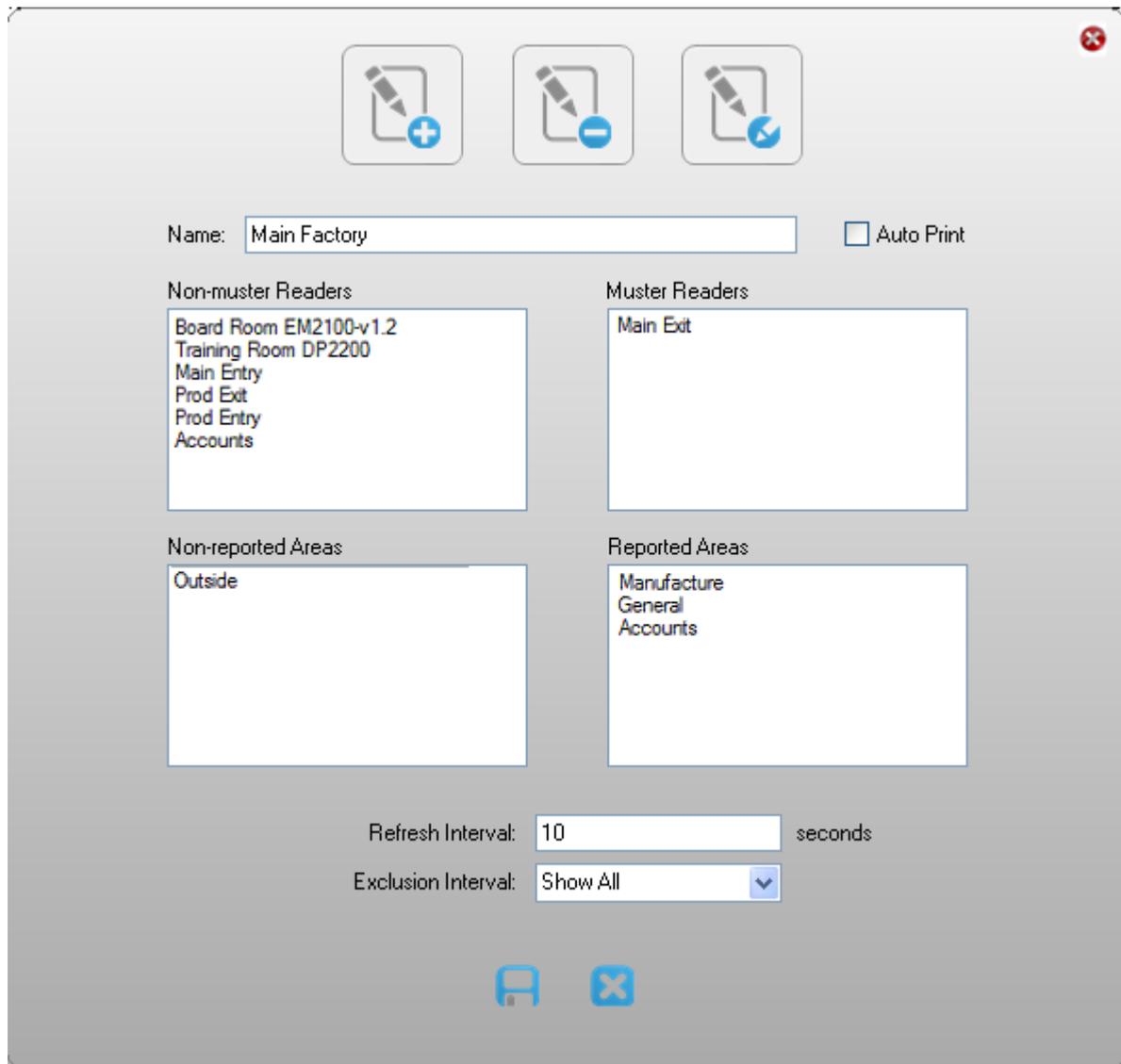
Here, the report will include all card holders who's last card use placed them in one of the 'Reported Areas' (Manufacture, General or Accounts). The reader 'Main Exit' has been designated as a muster reader so that card holders can remove themselves from the report by presenting their cards to this reader (as well as by using their cards to move to any area other than the 'Reported Areas').

Navigation

The Navigation buttons can be used to move to the first configuration, move to the previous configuration, move to the next configuration or to move to the last configuration.

Editing Configurations

To add a new configuration, click the Add button:

To delete the currently displayed configuration, click the Delete button:

To edit the currently displayed configuration, click the Edit button:

While editing a configuration, the save bar will be displayed at the bottom of the page.

Click the Save button to save the changes, otherwise click the cancel button exit the editing mode.

Auto Print

If the Auto print option is selected, when the Roll Call report is first launched from Norpass3, the print screen will be immediately displayed to enable immediate printing of the report by pressing the 'Print' button. This allows a muster point roll call to be printed out as quickly as possible.

Muster Readers

Muster Readers are those readers that have been identified as being located at safe / muster points where card holders should present their cards to remove themselves from the report. They can be used during an emergency evacuation to indicate to the system that they are safe and located at the muster point. To assign a reader as a Muster reader, use your mouse to drag it from the 'Non-muster reader' box into the 'Muster reader box' (left-click the mouse over the reader name and drag it into the 'Muster reader' box while holding down the left button). To remove a Muster reader, drag it back into the 'Non-muster reader' box.

Reported Areas

Reported areas are those areas that the application will include when creating the report. For example, if an area was created in Norpass3 as 'Offsite' meaning that a user would be 'Off the site' once they have presented their card upon leaving the site, this area should not be included in the report. This will prevent users who are not in critical areas from appearing in the report. Also, where the Norpass3 system covers several buildings, separate reports can be configured for each building.

To include an area in the report, use your mouse to drag it from the 'Non-reported Areas' box into the 'Reported Areas' box' (left-click the mouse over the area name and drag it into the 'Reported Areas' box' while holding down the left button). To exclude an area, drag it back into the 'Non-reported Areas' box.

Refresh Interval

The time period in seconds that the report will refresh can be changed by typing a new value in the box between 0 and 60.

Exclusion Interval

The Exclusion interval can be set to prevent events that occurred before the configured time period from being considered when the report is produced. For example, if a card holder had left the site the previous day but did not present his/her card on the way out, the system may show that the user is still located within a critical/reported area. If an emergency occurs, the report will show that the card holder is not yet safe when in fact they have been offsite since the previous day.

This option should be used with great care and never used in situations where it is at all possible that a card holder can remain on the site for a time period greater than 'Exclusion interval'.

The Exclusion interval can be set to one of four options:

- Show All
- More than 12 hours
- More than 24 hours
- More than a week

3 Using Roll Call

Roll Call reporting runs when you click on the 'Run Roll Call' button on the toolbar:

This will produce an on-screen report similar to this:

The report shows all card holders that are currently in reported areas who have not yet shown their card to a Muster reader. Any combination of areas can be included in the report (none if necessary), and additionally, any number of readers can be designated as Muster readers. These settings can be configured using the Roll Call and Muster configurations screen.

Last Refresh

The Roll call report will refresh automatically at regular time intervals (this interval length can be changed within the configuration settings - see Roll Call Configuration). The time at which the report was last refreshed is located on the right side of the main window above the report table.

Refresh Button

Click the refresh button to force the report to refresh immediately.

Print Button

Click the Print button if you wish to preview a printable version of the report and then send it to a printer.

Select Report

The drop-down list can be used to switch between report configurations when more than one has been created.

A report may be configured to automatically open the printer window when the 'Run Roll Call' is pressed. This will usually be used during emergency evacuation and the correct mustering procedure as set out by the administration should be followed. Where an immediate printout of the report is not required, cancel the print to view the on-screen report.