

HOW TO.

Configure Roll call and mustering reports in AXIS Camera Station Secure Entry.

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Introduction

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.

A muster point is a designated area outside of the building where people gather during a building evacuation.

This how-to document will show you how to set up roll-call and mustering reports within Axis Camera Station, and how they can be run in different events.

This How-to requires the configuration of the controllers, doors and Zones. And that cardholders have already been configured in the system. If you need help configuring the system please see the user manual or other How-to guides.

Prerequisites

AXIS Door Controller

AXIS Camera Station Pro 6.5 or later

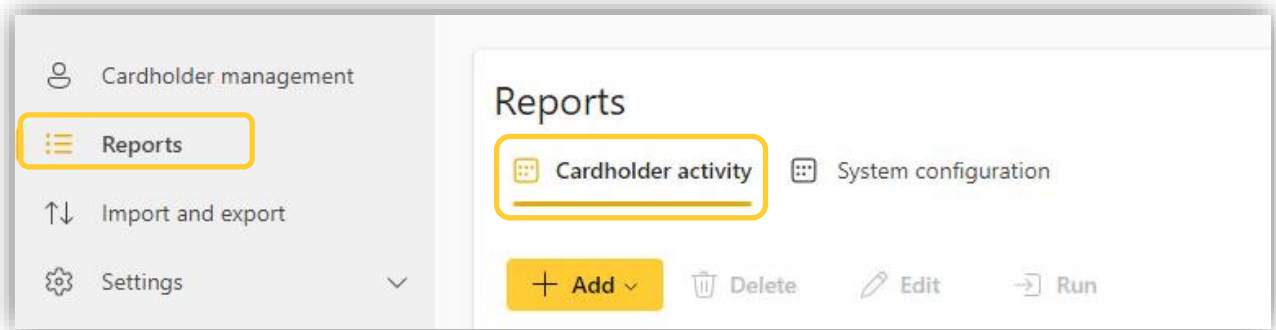
Please note that Axis doesn't take any responsibility for how this configuration may affect your system. If the modification fails or if you get other unexpected results, you may have to restore the settings to default.

Step 1 – Creating A roll call and mustering report

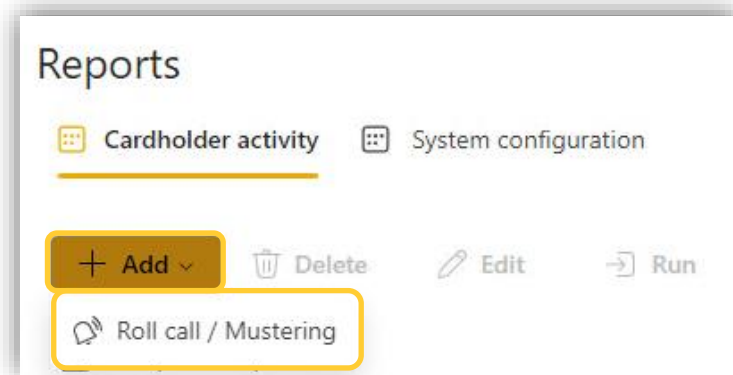
To create a roll call and mustering report

Follow these steps to create the report:

1. In Axis Camera Station open the Access management tab via the “+” symbol found at the top of the screen.
2. From the left menu select “Reports” the page should be on “Cardholder activity”



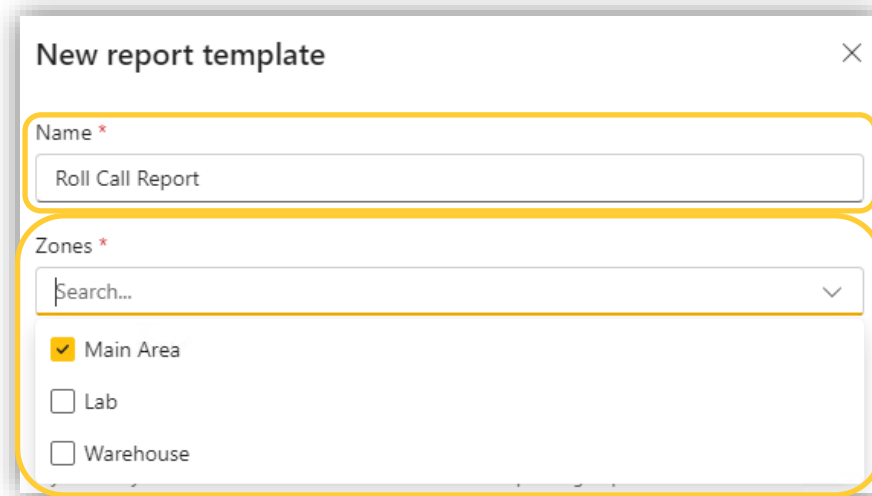
3. Click the “+ Add” button, and in the drop down select “Roll call / Mustering”



4. In the new pop-up we can fill out the details for the report template, the first two fields are marked with an asterisk as they are required to create a report.

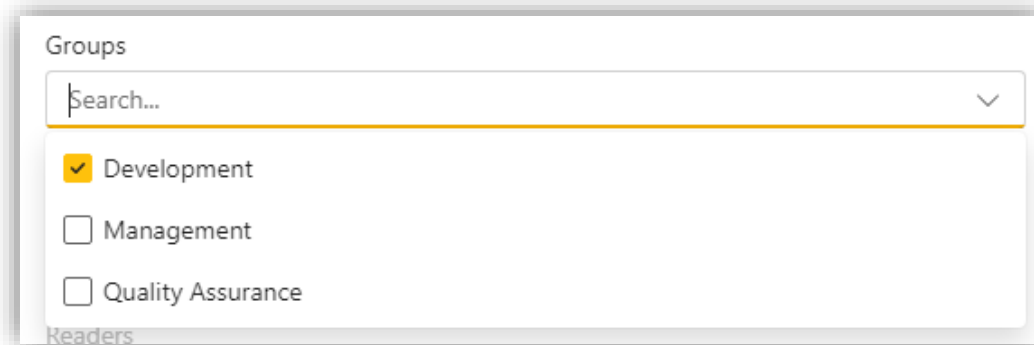
Name*: Name of the given report

Zones*: Select which zones are covered when the report runs



The screenshot shows a 'New report template' dialog box with a close button in the top right corner. It contains two main sections, both highlighted with a yellow border. The first section is labeled 'Name *' and contains a text input field with the value 'Roll Call Report'. The second section is labeled 'Zones *' and contains a search bar with the placeholder text 'Search...' and a dropdown arrow. Below the search bar are three checkboxes: 'Main Area' (checked), 'Lab' (unchecked), and 'Warehouse' (unchecked).

Groups: if left blank, all groups within the zones will be included, otherwise you can select specific groups for the report



The screenshot shows a 'Groups' dialog box with a search bar at the top containing the placeholder text 'Search...' and a dropdown arrow. Below the search bar are three checkboxes: 'Development' (checked), 'Management' (unchecked), and 'Quality Assurance' (unchecked). At the bottom of the dialog, the word 'Readers' is visible.

“Optional” Tick box for **Mustering Point**: Select if you will be using a Mustering point, this is the reader a cardholder can validate if they should be marked as safe

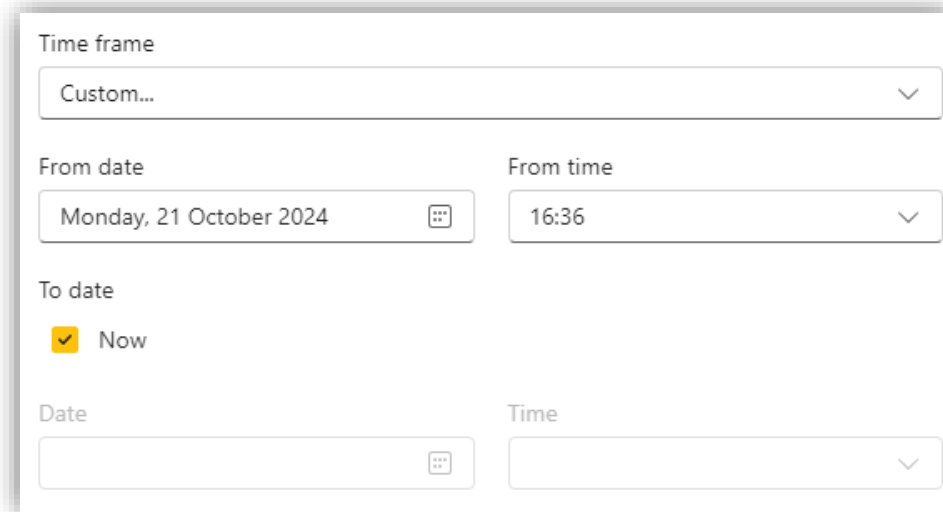
Readers: If you selected to use a mustering point, then you choose which reader will be used

The screenshot shows a configuration window with a 'Mustering point' checkbox checked. Below it is a 'Readers *' dropdown menu with a search field. The dropdown is open, showing a list of readers categorized by location: Main Entrance, Office Door, Lab Room, and Warehouse. Under 'Main Entrance', 'OSDP1 (Side A)' is unchecked. Under 'Office Door', 'OSDP2 (Side A)' is unchecked. Under 'Lab Room', 'OSDP3 (Side A)' is unchecked. Under 'Warehouse', 'OSDP4 (Side A)' is checked.

Time Frame: This is time period the report should cover, 4 preset intervals can be chosen of 24,12,8,4 hours. You can also choose to run a custom time period.

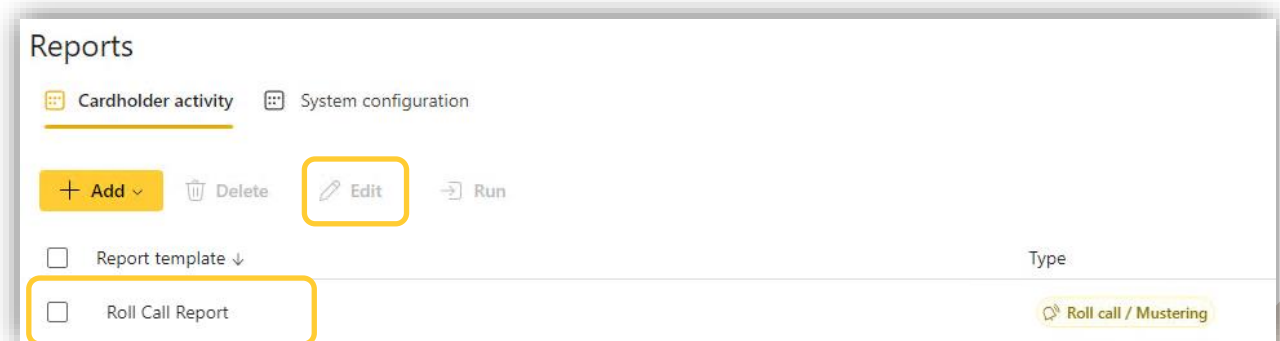
The screenshot shows a 'Time frame' dropdown menu. The current selection is 'Last 24 Hours'. The dropdown is open, showing a list of options: 'Last 24 Hours' (checked), 'Last 12 Hours', 'Last 8 Hours', 'Last 4 Hours', and 'Custom...'.

If you choose “Custom” time frame, you can select the “From date” and time using the calendar tool and either select the time in the dropdown or type the values in. For the “To date” you can choose to use the “Now” tick box will take the time the report is run or you can choose to select the date and time frame.



The screenshot shows a configuration form for a report. It includes a 'Time frame' dropdown menu set to 'Custom...'. Below this are two columns: 'From date' with a calendar icon and the value 'Monday, 21 October 2024', and 'From time' with a dropdown menu showing '16:36'. Underneath is a 'To date' section with a checked 'Now' option. At the bottom, there are empty 'Date' and 'Time' fields with their respective icons.

5. With all fields filled in, click add to finish the template, you should now see the created report in list. If you need to edit this report, you can select the report and click edit, or double click the report.



The screenshot shows a 'Reports' section with two tabs: 'Cardholder activity' (selected) and 'System configuration'. Below the tabs are buttons for '+ Add', 'Delete', 'Edit', and 'Run'. The 'Edit' button is highlighted with a yellow box. Below the buttons is a table with a 'Report template' column and a 'Type' column. The 'Roll Call Report' is listed in the 'Report template' column and is highlighted with a yellow box. Its 'Type' is 'Roll call / Mustering'.

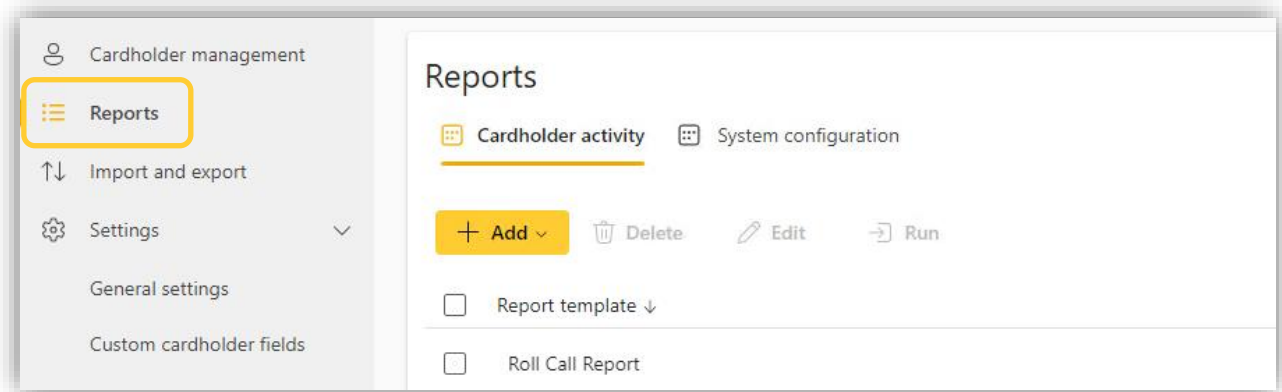
Report template	Type
<input type="checkbox"/> Roll Call Report	Roll call / Mustering

Step 2 – How to run a roll call and mustering report

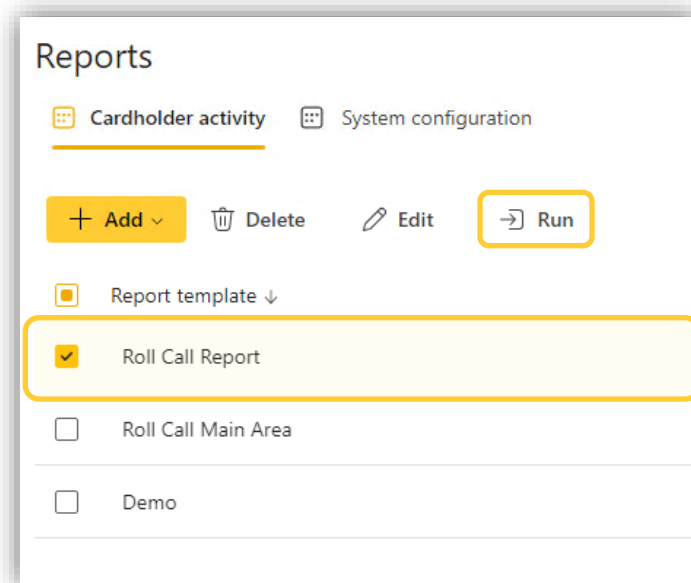
Running a roll call and mustering report

Follow these steps to run a roll call and mustering report:

1. In Axis Camera Station open the Access management tab via the “+” symbol found at the top of the screen.
2. From the left menu select “Reports”



3. Select from the list the report you wish to run, in the menu bar click the “run” option



- This will then show you the generated report, showing:

Cardholders in Report: Number of included cardholders

Safe: Cardholders that have validated against the mustering point

Missing: Cardholders who are present but have not validated against the mustering point

Unknown: Cardholders whose location is currently unknown

Time of report: Time the report was generated at

Zones: The zones that are selected in the report

Groups: The Groups that are selected in the report

Mustering Points: The mustering point to mark a cardholder as safe

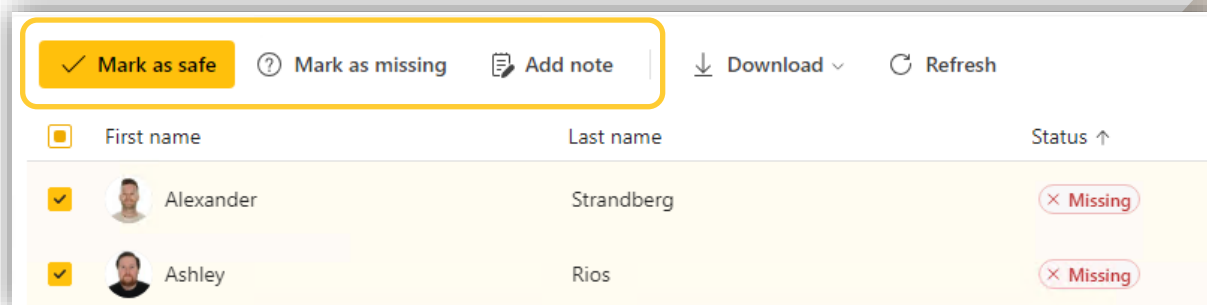
Time Frame: How far back the report is generated from

Key information is also displayed in the table, such as the location, where they were last seen, and what time that happened.

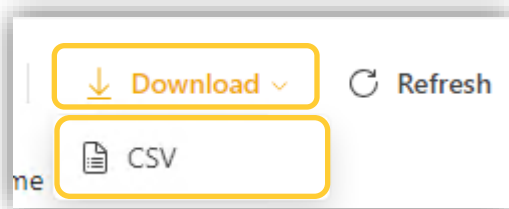
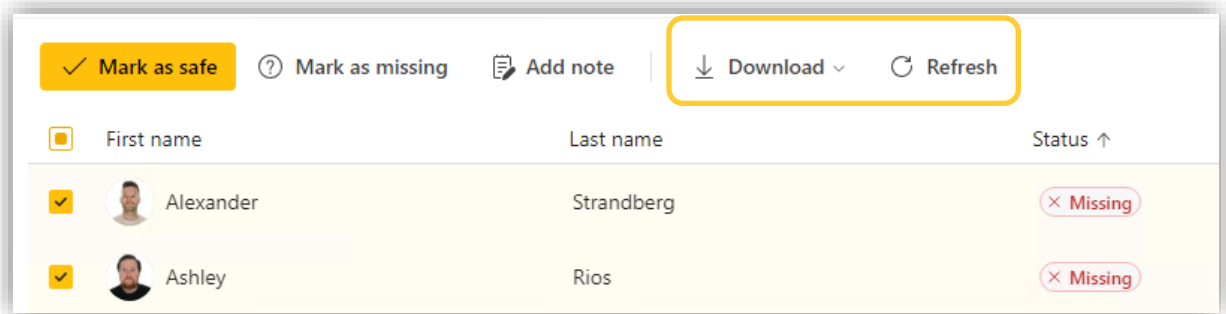
Cardholders in report	Safe	Missing	Unknown	Time of report	Zones	Groups	Mustering points	Time frame
15	12	3	0	2024-10-22 17:40:24	Main Area	All cardholders	Main Entrance	Last 12 Hours

First name	Last name	Status	Last seen	Time	Contact	Notes
Alexander	Strandberg	Missing	Main Entrance	2024-10-22 17:20:23		
Ashley	Rios	Missing	Main Entrance	2024-10-22 17:22:42	ashley.rios@axis.com	
Lolita	Olesen	Missing	Main Entrance	2024-10-22 17:20:50		
Elina	Drott	Safe	Main Entrance	2024-10-22 17:22:17		
Hanna	Fellwing	Safe	Main Entrance	2024-10-22 17:21:58		
Haris	Durakovic	Safe	Main Entrance	2024-10-22 17:21:23		
Henrik	Åkesson	Safe	Main Entrance	2024-10-22 17:22:34		
Jon	Malmquist	Safe	Main Entrance	2024-10-22 17:20:59		
Jonas	Eriksson	Safe	Main Entrance	2024-10-22 17:22:51		
Joyal	John	Safe	Main Entrance	2024-10-22 17:20:37		
Magnus	Xie Hultin	Safe	Main Entrance	2024-10-22 17:22:25		
Max	Hansen	Safe	Main Entrance	2024-10-22 17:22:07		
Mikael	Jönsson	Safe	Main Entrance	2024-10-22 17:20:15		
Mikael	Kanstrup	Safe	Main Entrance	2024-10-22 17:21:46		
Naishi	Meng Lide	Safe	Main Entrance	2024-10-22 17:20:29		

- You can then edit these values, such as if you know that someone is safe or missing by highlighting the cardholder and using the available buttons. You can also use the search field top right to quickly find a cardholder. It is also possible to add a note for the reason of the change, such as working from home.



6. You can refresh the status of the report and save the report using the menu bar.



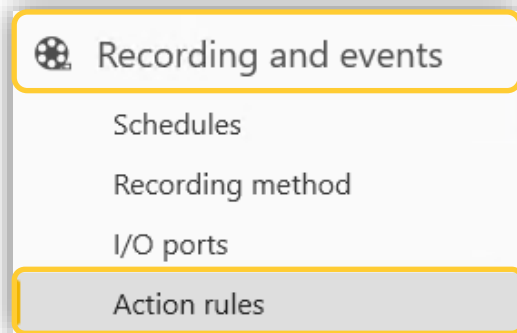
Step 3 – Creating an event to run a roll call and mustering report

To create an event to run a roll call and mustering report

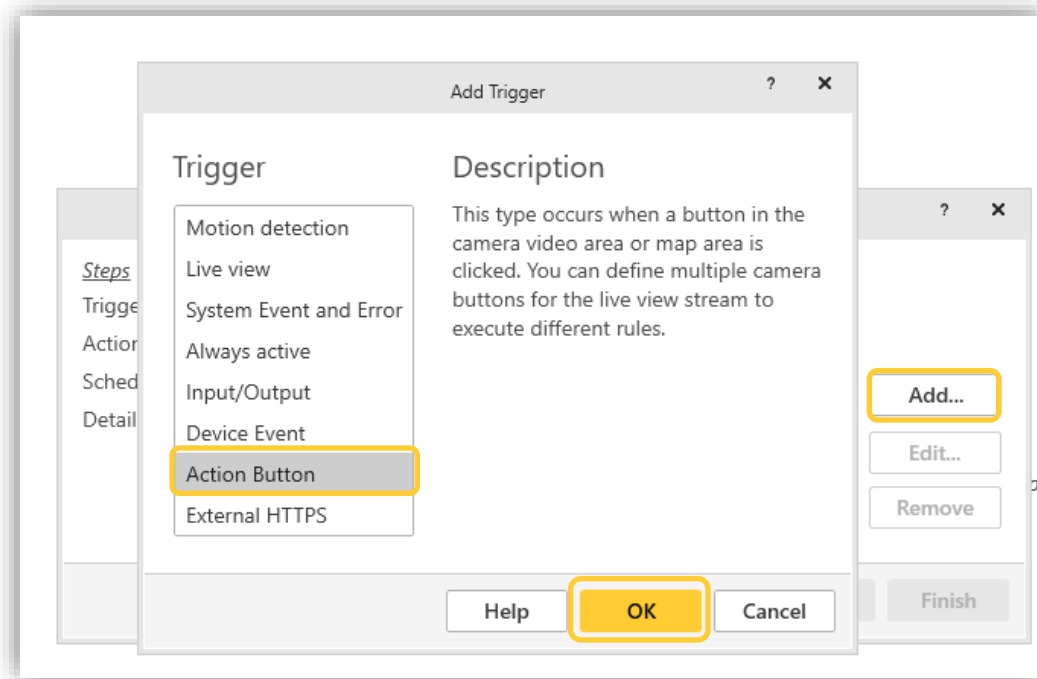
You can configure different events with different triggers and actions to run any report.

Follow these steps to create an action rule to run a report:

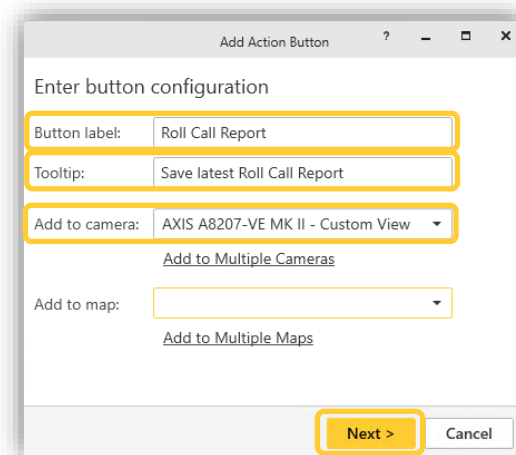
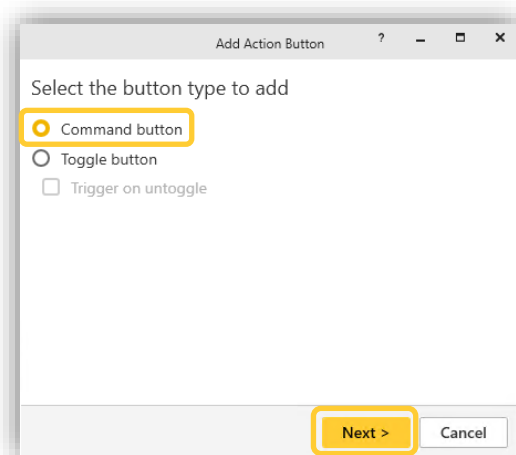
1. In Axis Camera Station open the configuration tab via the “+” symbol found at the top of the screen.
2. From the left menu select “Recording and events” and under this drop-down select “Action rules”



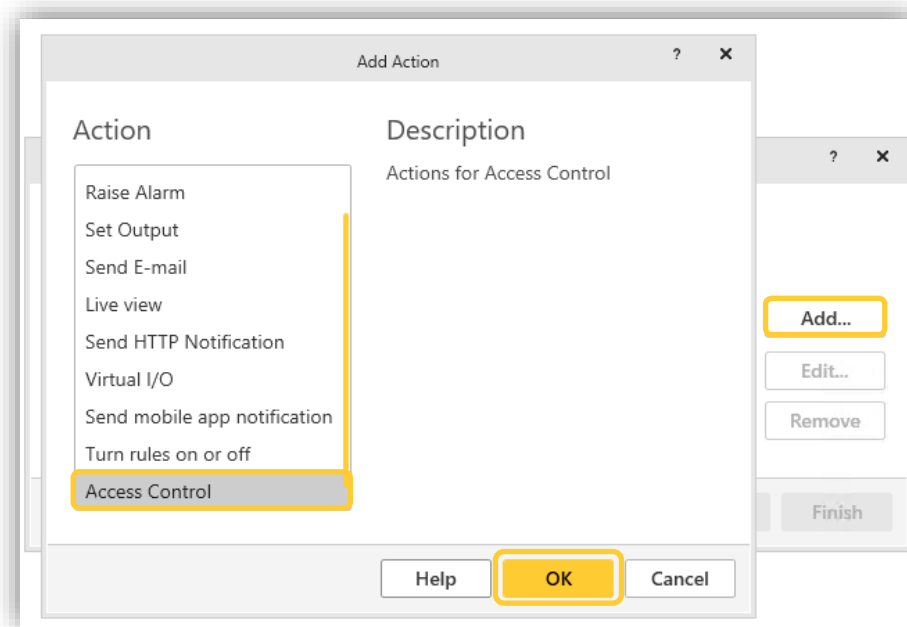
3. On this page select “New” bottom right to start making a new action rule, click “add” in the pop-up and select the trigger you wish to use. For this example I will be using a Action button attached to a live view, then press “OK”



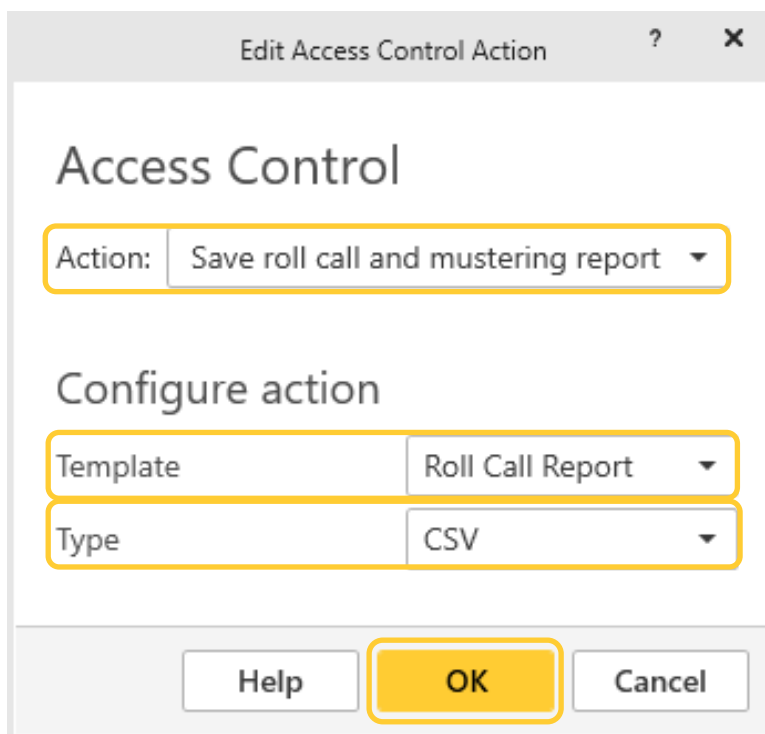
4. Next follow the wizard to configure your trigger, I have chosen a command button attached to the live view of my intercom. You can configure multiple triggers.



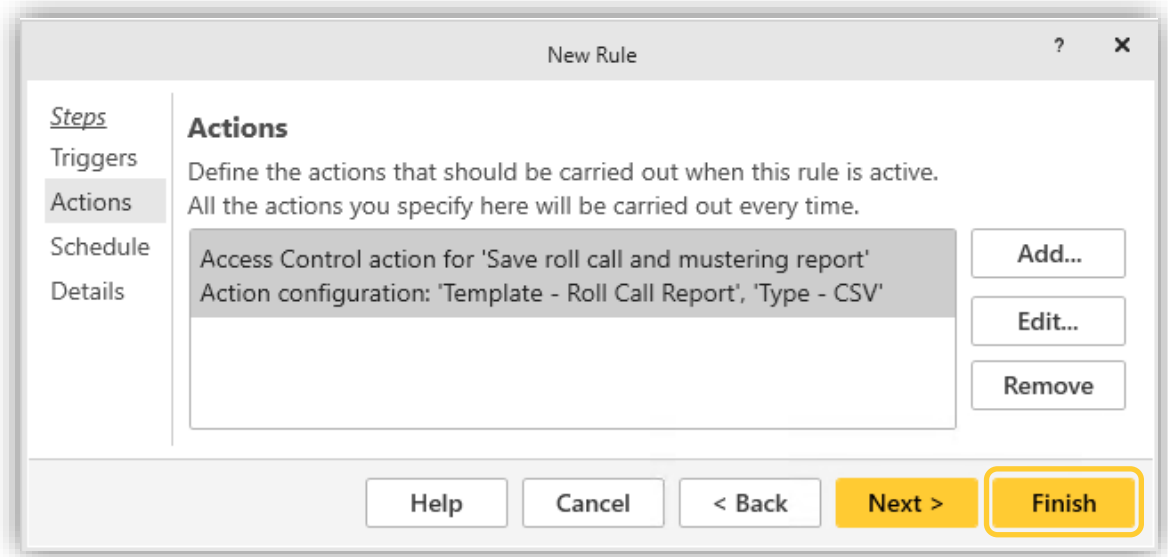
5. Press next once you have finished configuring your trigger(s). Now we can configure the action. Press “add” and in the new pop-up and select “Access Control” then “OK”



6. In the next pop-up choose the action “Save roll call and mustering report” then to configure the action use the drop down menu’s to select the report you wish to run and the file type.



7. You can create multiple actions to be triggered from the same action, such as different reports to be run and saved. Once you have finished configuring the actions, you have finished configuring your action rules and can click finish!



NOTE

The generated reports are saved in C:\ProgramData\Axis Communications\AXIS Camera Station\Components\AXIS Secure Entry 2\reports

Considerations and limitations

1. Refreshing the report requires an active connection to the server to get the latest data.
2. Offline controllers with a muster point will not be able to update the report.
3. Action rules can only be triggered if the services for both Axis Camera Station and Secure Entry are running.