



# WHO IS IN LIFE SAFETY MUSTER REPORT

## OVERVIEW

Who Is In provides a list of Card Holders that are shown to be in a selected area or Location. The inclusion of the Card Holder in the report is based on their Zone 1 APB (Anti-passback) status as being IN for the Location of their last Card Read. The Report can be sorted by Company or by Device/Reader (IN Reader).

- Initiated from Who Is In Report Icon on the Reports1 Tab or from a predetermined Input alarm (typically a panic button),
- Only displays Card Holders with a Card read within the previous 48 hours (variable) of the report time,
- Variable timer can be used to exclude Card Holders who never Read Out or adjusted to include Card Holders in the facility or compound for multiple days.
- The In / Out Status is by the Card Holder not the credential. A Card Holder may check in with one credential and checkout with a different card or code.

Example: John Doe checks in at Location 1 with Card A and then checks in at Location 2 with Card B, John Doe is removed from Location 1 and the report will show John Doe "In" at Location 2.

(Software Versions prior to 5/6 require Read Out with the same Credential Read In)

\* When enforcing anti-passback, the same credentials must be used at both In and Out Readers,

### Sorted by Company (Default setting)

- Company refers to a user defined group of Card Holders, such as by department.
- Provides a separate printout for each Company that shows all Card Holders in as well as the Reader location and time of the Card Holders last use.
- Displays a subtotal of Card Holders In for each Company from a grand total of Card Holders in the Location or Location Group.

### Sorted by Device

- Provides a separate printout for each Reader showing the time of last Card Holder use as well as the corresponding Card Holder Company.
- Includes a subtotal of Card Holders whose last use was at that Reader from a grand total of Card Holders that are In for the Location or Location Group.
- Sorted by Device is only available when printing the report from within the Software.

## MOBILE COMMAND APP WHO IS IN REPORT

With Version 5.0.14 / 6.0.14 and the DSX Mobile Command, the Who Is In Report can be generated from the smart phone application.

- Easy activation of the Report from anywhere within cellular or Wi-Fi coverage of the System.
- Once triggered from the phone, the report can be:
  - Emailed to a single address or an email group. (An email group is a group of Card Holders with email addresses in the System- each with a Time Zone that determines when emails can be sent to them).
  - Sent to the default printer of the PC or a network printer.
  - Both emailed and printed.
- Requires Workstation program to be running on the PC that is to print or email the report.

## MUSTER STATIONS

When evacuating an area, Muster Stations can be used with an Out Reader that is either portable or permanently located outside the area being evacuated. As Card Holders arrive at the Muster Station, they use their credential at the Out Reader to remove themselves from the Who Is In Report.

### Muster Reader Options

- May be hardwired or wireless.
- A conventional Reader may be used with a Bridge made by Transmitter Solutions for a long range wireless connection that ultimately terminates at the DSX Controller.
- Schlage WPR400 Wireless battery-operated Reader communicates short range to a PIM400-TD2 that connects to the DSX Controller.

## SYSTEM CONFIGURATION

To Configure the System for a Who Is In / Muster Report, use the following instructions:

### Edit each Location

On the Yes/No Options Tab

- Enable *"Save Last Card Read"*
- Optionally enable *"Enable Anti-passback"*. (Without Anti-passback enabled, the In/Out Status is tracked but the in before out rule is not enforced).

### IN/OUT and Muster Reader Configuration

1. Edit each Device to be used for IN / Out and Muster card reads
2. On the Options 2 Tab, set the Anti-Passback In/Out flag under Zone 1 only.  
This is required even if Anti-passback (APB) feature is not enabled under Location.  
When the Card is used at an APB Zone 1 Out Reader in any Location within the Location Group, the Card Holder is considered Out of the Life Safety Area or premises.

## IN STATUS TIMEOUT

A Card Holders In status can be timed out so that if they fail to Read Out they will automatically be considered Out after a certain amount of time has lapsed. The default is 48 hours and can be changed by setting it at the Comm Server in the `\WinDSX\RunData\gDB_Settings.txt` file.

-----  
Name: WhoInHours

Value: 48

Default: 48

Desc: In Hours: Cards read In less than XXX Hours ago are included in the Who Is In report. 1-999 hours.  
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## INPUT ALARM ACTIVATION

The system can be configured to print and/or email this report automatically when a predefined alarm is received.

- Each Workstation that is to print/email the report must have an "InRpt.txt" file created and placed in the WinDSX folder on that PC.
- Within the text file - define each Input that should trigger the report as follows: 1:15:5 where 1 is the location, 15 is the device, and 5 is the Input that is defined in the Database and armed with a Time Zone.
- Each Input should be defined on a separate line where there is more than one Input to trigger the report.
- This report can be used at a client workstation so the report could be generated at that workstation. This file could also be used at the Comm Server PC for a centralized approach.
- An Alarm from Location 1 will generate a report for Location1 or the Location1 grouping as defined in the InRptByLocation settings.
- The Workstation program must be running on the PC that is to print or email the report.

InRpt.txt < located in the \WinDSX folder on the Comm Server

1:15:5 < Location 1, Device 15, Input 5 - Any Input can be used. It just has to be defined and armed by time zone. This input will request a report for Location 1.

2:0:5 < This input will request a report for Location 2 or the Grouping that Location 2 is in.

3:1:5 < This input will request a report for Location 3 or the Grouping that Location 3 is in.

## MOBILE COMMAND ACTIVATION

To activate the report with the Mobile Command application, use the instructions above (Input Alarm Activation) to declare which Input should activate the report.

- Define and connect an unused Output in that Location to that Input.
- Configure the Output to be Secure by Time Zone.
- When the Output is energized by Time Zone, it should normalize the Input satisfying it with the required 1K resistor.
- When the Output turns off (de-energizes), the Input should become abnormal and go into alarm.
- Once this is accomplished, create a Mobile Command that "Grants Access" to that Output.
- Test to confirm when the command is activated in the Mobile Command application, that the Output turns off causing the Input to go into alarm.

## REPORT BY LOCATION OR LOCATION GROUP / EMAIL AND OR PRINT

The system can print the Who Is In report by Location Group or by Location.

In the shared folder where the Database is located:

- Edit the c:\WinDSX\RunData\gDB\_Settings.txt Within the text file locate the key shown below and define each Location that should be printed out by Location and not by Location Group.
- The system defaults to printing the Who Is In report for the entire Location Group.
- If only certain Locations are to be included in the report, enter that Location number between { } in the value field. Within a Location Group there can be other groupings made.

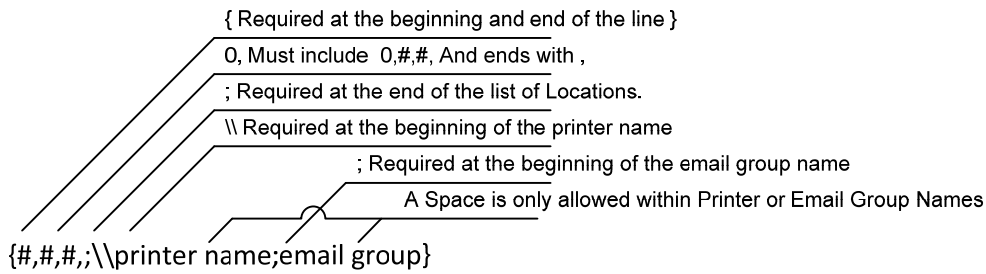
### Example:

-----  
Name: InRptByLoc

Value: {0,6,1,2,;\myserver\waybackprinter}{3} < This is two groupings that print Locations 6,1,2 to the waybackprinter. Second grouping will print Loc 3 and send to default printer.

Default:

Desc: Print the Who Is In report by location. Use a start {and a stop} to contain each loc that should be included. See the help system for more details.



## PRINTING EXAMPLES

With Version 3.7.103/4.8.28 and higher, selection of a specific network printer is available for report printing. Add the printer name at the end of each Location definition line. To define the printer, add a semi-colon (;) then the printer's name.

Value: `{1}{2}{6}` < prints for Location 1, 2, and 6 individually and separate from each other and each prints to the default printer.

Value: `{1}` < prints for location 1 and prints to the default printer.

Value: `{0,2,6,}` < prints for Location 2 and 6 when 2 or 6 is selected and prints to the default printer.

Value: `{0,6,1,2,; \\myserver\waybackprinter}{3}` < prints for location 6, 1, and 2 when 6, 1, or 2 is selected to the waybackprinter on myserver and prints location 3 to the default printer.

\*\*\* It is mandatory that the line start with a ZERO and end with a comma when specifying multiple locations and all must be wrapped in `{ }` \*\*\*

## EMAIL EXAMPLES

Starting in 5.0.14 and 6.0.14, it is possible to automatically email the Who Is In/Muster report to a specified Email Group by triggering the report from an alarm event. This will allow a user to activate and receive the report on their phone.

- In the `gDb_settings.txt` file, create a command that will specify the Email Group name that will receive the report.
- For the report to be emailed ONLY, specify a Printer Name of `NoPrinter`. This will prevent the report from going to the printer when emailed.

`{0,1,2,;;Mobile}{0,3,; \\myserver\waybackprinter;Security}` < When location 1 or 2 is requested it prints both locations to the default printer and emails the report to the "Mobile" Email Group. When location 3 is requested it prints location 3 to the way back printer and sends it to the "Security" Email Group.

`{0,1,2,;NoPrinter;Mobile}{0,3,; \\myserver\waybackprinter;Security}` < When location 1 or 2 are requested it does not print but instead emails to the "Mobile" Email Group. When location 3 is requested it prints to the wayback printer on my server and emails to the Email Group "Security".

`{0,1,2,;NoPrinter;Security}` < When location 1 or 2 is requested it does not print due to "NoPrinter" and emails to the "Security" Email Group.

## RE-GENERATING WHO IS IN REPORT

To generate and re-generate the Who Is In report during an emergency, the Input MUST stay in alarm until the emergency is over or as long as the Report needs to be re-generated.

This application requires the InRpt.txt file so that the report is activated from an input alarm.

1. The Input alarm (specified in the InRpt.txt file) is armed with a 24 hour Time Zone and programmed to link to a Virtual Output on alarm.
2. The Virtual Output has no Time Zone and is programmed to Link - Secure.
3. The Virtual Output is placed in a Linking Group with a response of Pulse and the time is set for the amount of time between report generations. If set for 5 minutes the report will generate every 5 minutes.
4. The Linking Group is assigned to the Input described above.
5. Another Linking Group is defined and this one has the Input above in it with a response of Pulse for 5 seconds. This Linking Group is assigned to the Virtual Output and set to Link on Open.

## RE-GENERATING WHO IS IN REPORT OPERATION

- An alarm point is triggered and the report is generated.
- The alarm links to the Virtual Output for 5 minutes. At the end of 5 minutes the Output returns to Open and initiates a link to the Alarm point that started the report.
- The link bypasses the Input for 5 seconds which causes a restoral to be sent.
- At the end of 5 seconds the Input goes back into alarm and generates another Who Is In report.
- Once the alarm point returns to normal, the Virtual Output times out and resets to the open position and the alarm is rearmed and ready for the next emergency.
- This application requires no intervention to start or stop the reports.

## WHO IS IN REPORT DATABASE EXPORT

WinDSX, starting with version 3.7.28, can routinely export the Who Is In report database so that other programs can access it and use the data.

- The PC that is configured for this report will create the mdb in the DsxTmp directory located in the current user's temp folder. Example: C:\Documents and Settings\Joe User\Local Settings\Temp\DsxTmp
- The database is .mdb and is named InRpt.mdb and is a standard Access database containing two tables.
- Totals: Provides the total count of people who last used a specific device
- InRpt: Provides a listing of all people who are currently in, where they last used their card, and when they last used their card.
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To configure this edit the C:\WinDSX\RunData\DB\_Settings.txt and set the following:

-----  
Name: ExWhoIn

Value: 0

Default: 0

Desc: Number of minutes to automatically export Who is in list. Zero = no export  
-----

Name: LastWhoInEx

Value: 5/30/2017 00:00:01

Default: 12/12/2000 00:00:01

Desc: When did the last Who is in export occur.  
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In a large system, this report could take some time and resources and may require that it is configured and run from a PC that is not the Comm Server.

Be sure and specify the amount of time in minutes to be greater than the amount of time it takes to run the report. Otherwise, it might always be running an export report.