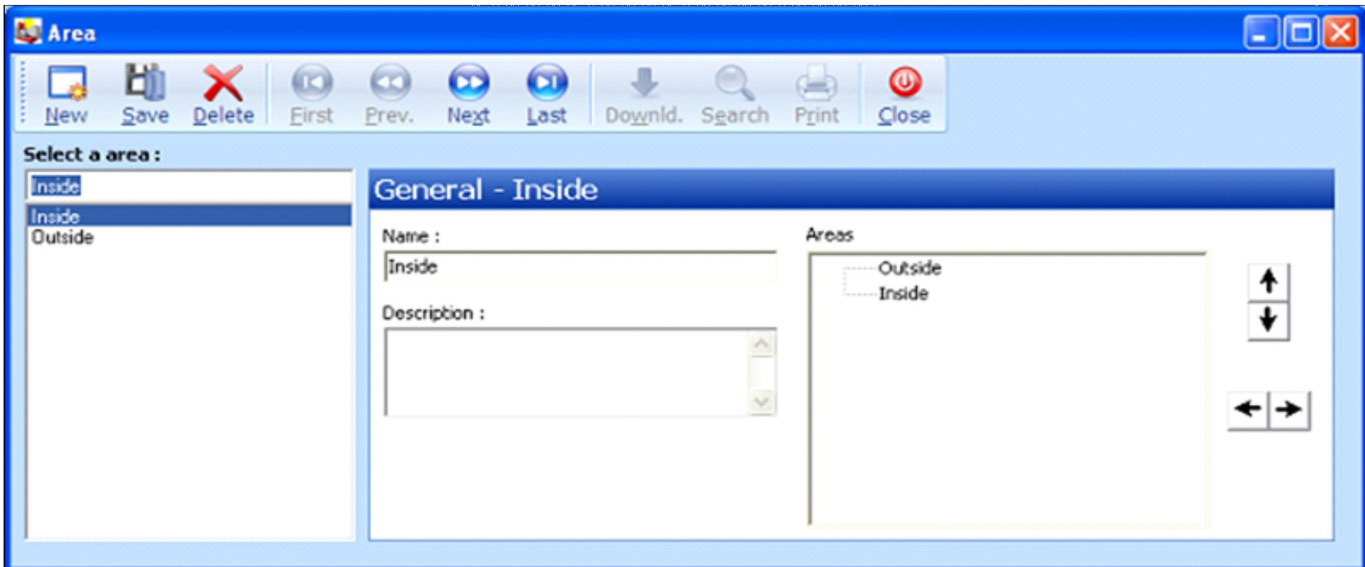
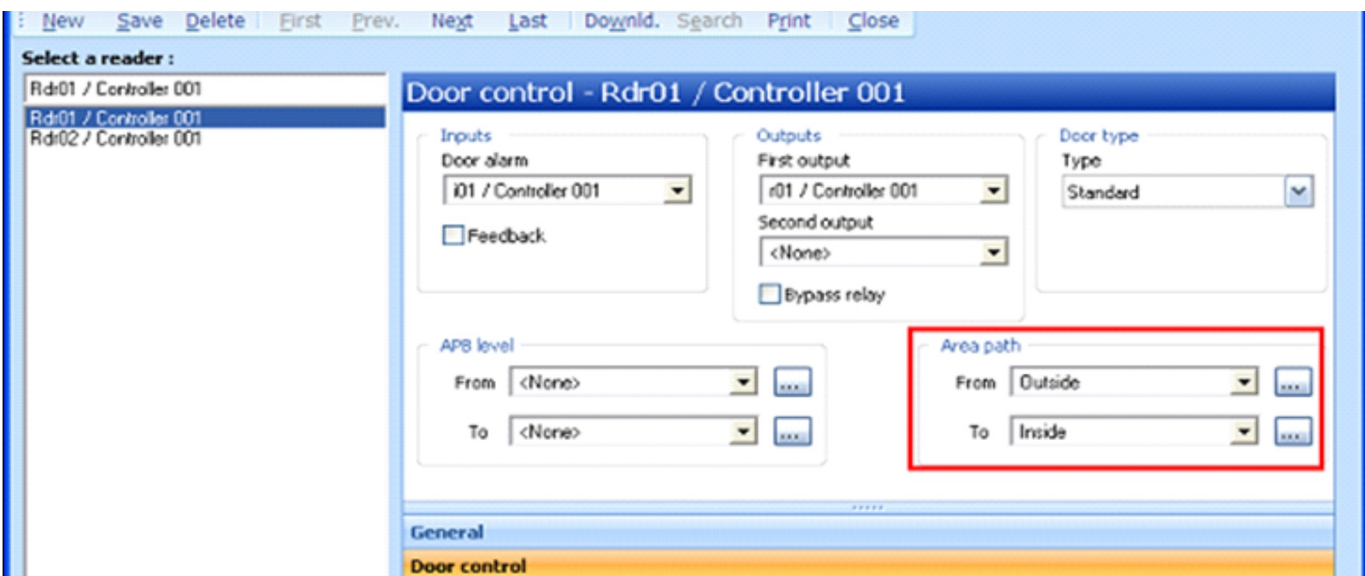


# How To – Create a Muster Report

Open the **Parameter>Area** screen and create as much area as necessary (eg. "Inside" and "Outside").

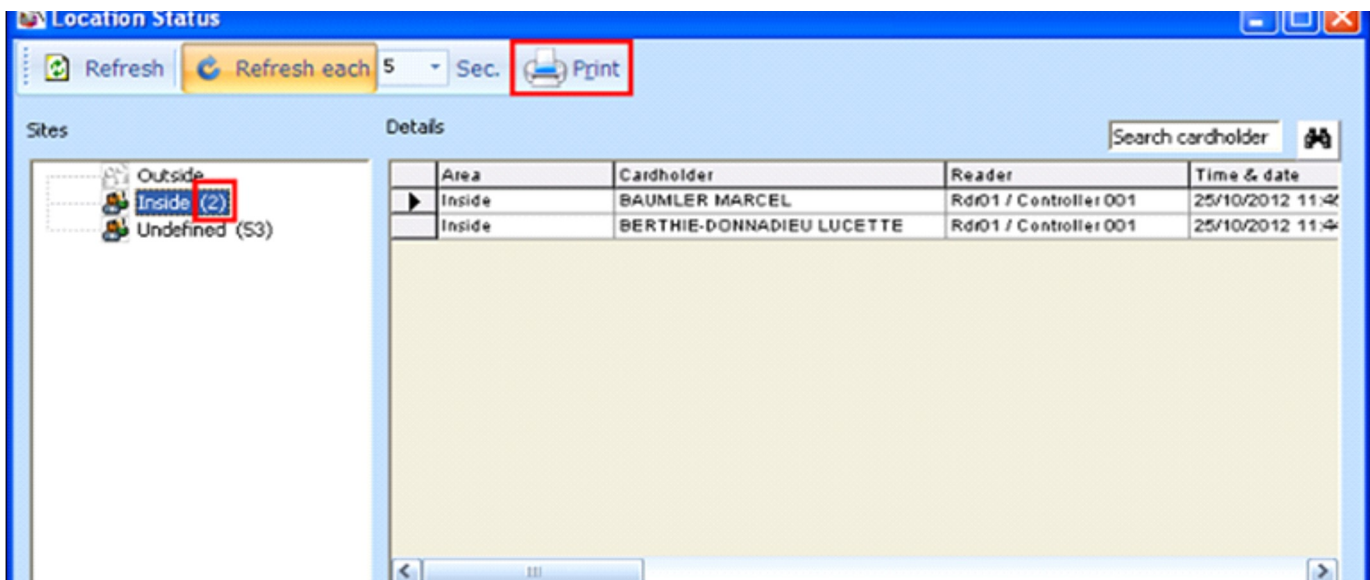


Then, for each reader located between two areas open the **Controller>Reader>Door Control** screen and fill the area path (eg. the entrance reader should have **From 'Outside' to 'Inside'**, the exit reader should have **From 'Inside' to 'Outside'**). For the other readers, fill the area path with the same area (eg. if the reader is inside, it should be set **From 'Inside' to 'Inside'**).



# How To – Create a Muster Report

For editing in real time the presence list of each geographic area (eg. 'Inside'), open the screen “**View>Location status**” and select the relevant area.



A button lets you print from this screen the list of attendance by area.

Note that the number of people per area is given in the left window in real time.

**IMPORTANT: For proper operation, the exit must be controlled by reader(s) and cardholders must always present their card at all the readers.**

# How To – Create a Muster Report

**NOTE:** For printing automatically a Presence list with personal data (department, company, address, etc.)

Open the Cardholders' screen and click on '**Print**'.

On the right side, select the fields '**Full name**' and other necessary fields like 'Department' then **Next**.

On the left side, click on the '**Area**' field and on the right side, uncheck the '**All**' tick and choose the 'Inside' area and press '**Add**'.

On the left side, click on the '**Last pass date**' field and select the right option '**In the last** 01 Day(s) (for having people that entered 2 days ago, choose 02). **Next**.

Under the label '**Save report as**', type the report file name at the end of the field (e.g. instead of 'Last report.rpx' type 'Presence list.rpx'), then **Finish**.

Now you should have a report like this:

Muster report	
Area: All other fields: :	Inside All Grouping:
Full name	Department
Amstrong Louis	Marketing
Beckham David	Sales
Bitton Emmanuel	Sales
Brown Tali	Sales
Bruni Carla	Support
Einstein Albert	Support
Machado Binyamin	Sales
Messi Lionel	Support
Nahir Tsvika	Support

This report can be printed to your local or network printer or exported as a PDF or XLS file.

If wanting to edit this report again, open the Report Wizard, select the report name you saved before (eg. 'Presence list') and click on '**Preview**' or '**Print**' to print it.

Create an action from type '**Print/Preview/Export existing report**', select the previous report, save and click on '**Make it a process**'.

Then, you may execute this process by a scheduler Global Reflex or having a button on the main toolbar to execute this process, etc.



# How To – Create a Muster Report

In addition, the Report Wizard allows to totalize data.

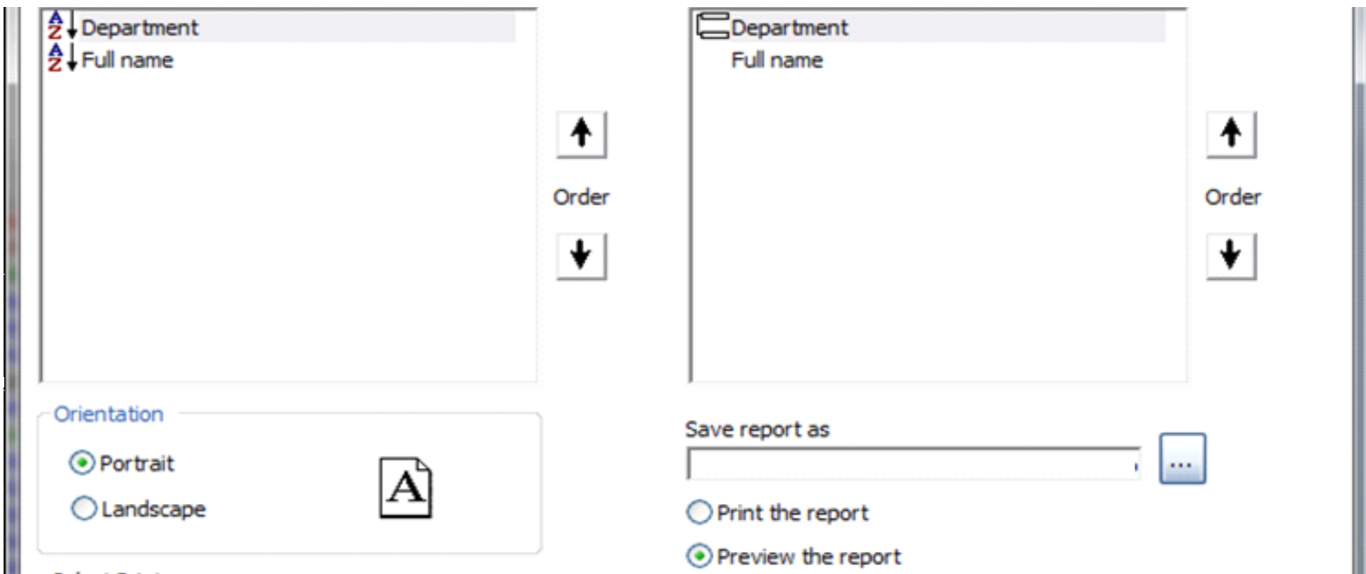
For example, if wanting to have the No. of people by Department, open the Report Wizard, select the report name you saved before and press 'Next' until the Step 4/4.

On the left side, click on the 'Department' field and set it at the top by clicking on the arrow button.

Double-click on the 'Department' field to sort Department from A to Z

On the right side, click on the 'Department' field and set it at the top by clicking on the arrow button.

Double-click on the 'Department' field to group the data by Department



Then click on 'Finish'.

Now your report should be like this:

Area:	Inside
All other fields:	All
:	Grouping: Department
<b>Department</b>	
<b>Full name</b>	
<b>Marketing</b>	
Amstrong Louis	
Redford Robert	
Smith Daniela	
<b>Sales</b>	
Beckham David	
Ritter Emmanuel	

# How To – Create a Muster Report

Click on the 'Design' tab (at the bottom)

Copy the field "Full name" located in the 'Detail' section and paste it in the 'GroupFooter1' section.

Resize it and set it the following Properties:

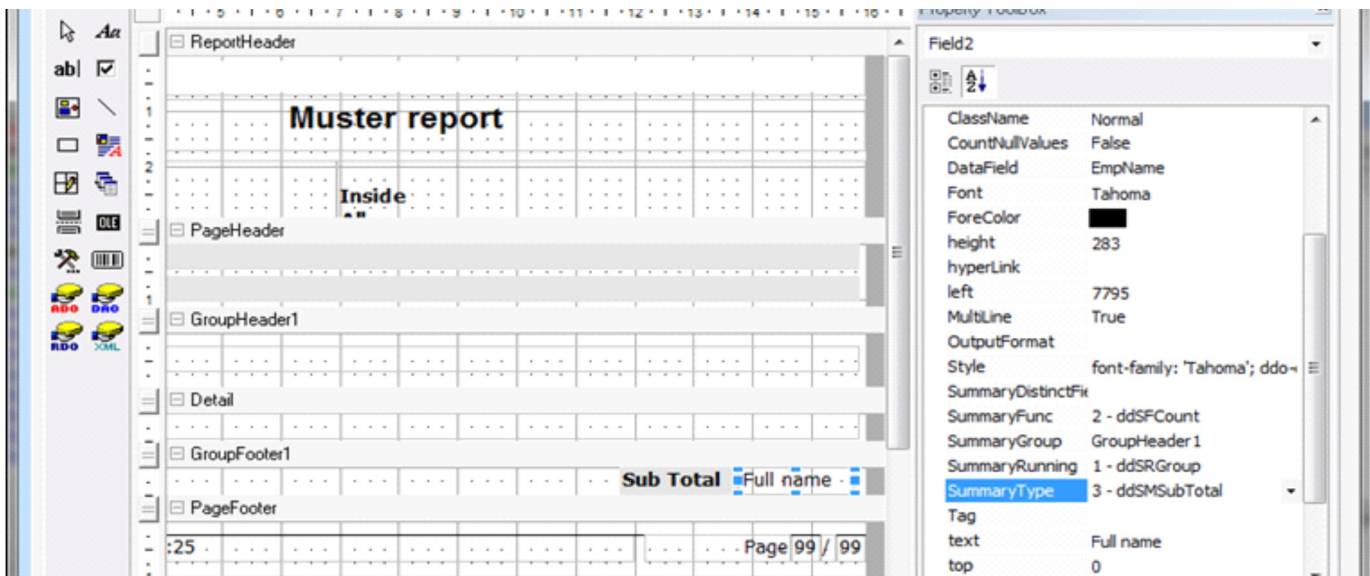
**SummaryFunc = 2 - ddsFCount**

**SummaryGroup = GroupHeader1**

**SummaryRunning = 1 - ddsRGroup**

**SummaryType = 3 - ddsMSubTotal**

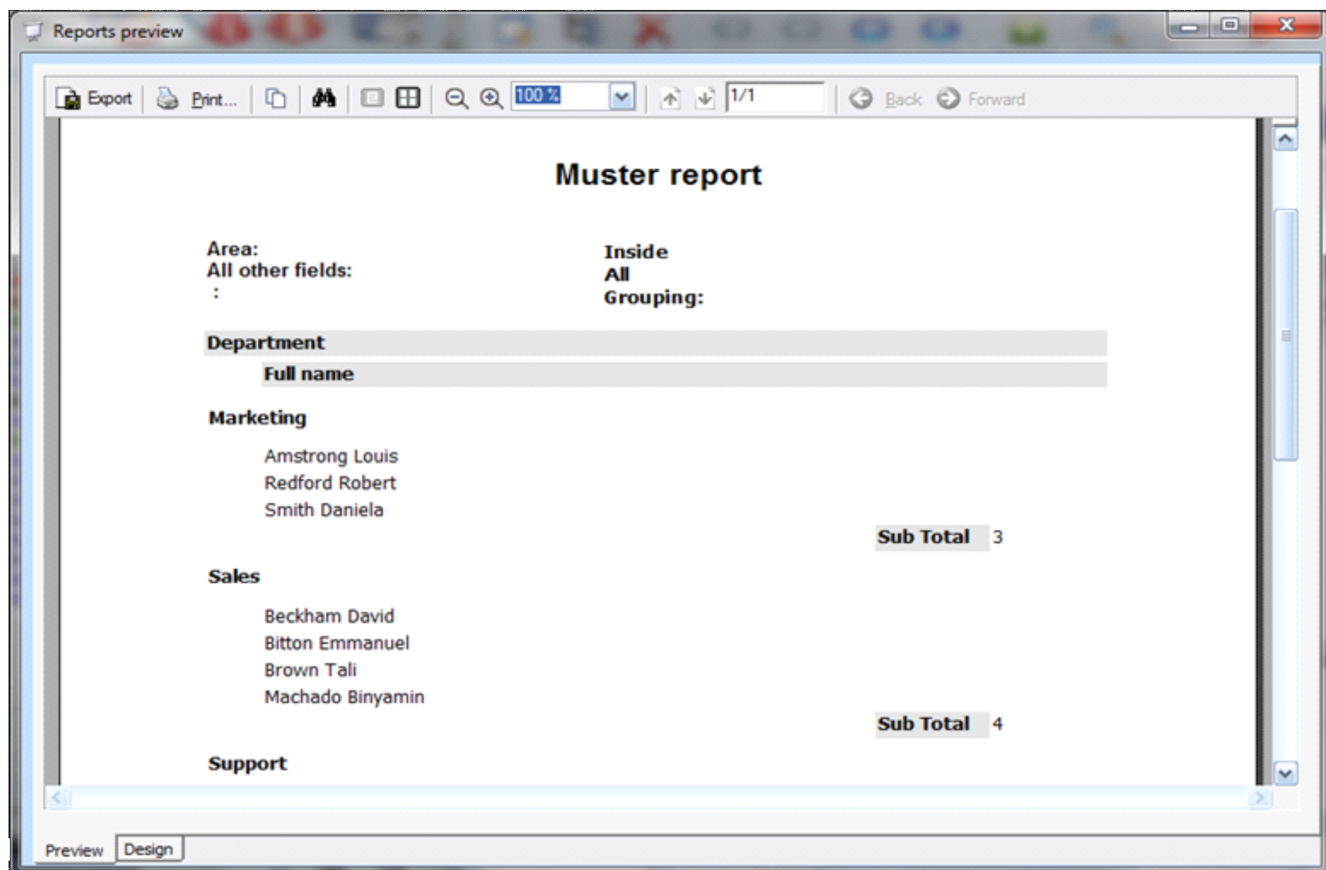
You can add a label next to this field if you want.



# How To – Create a Muster Report

Then, press on the 'Preview' tab.

You should have a report like this:



# How To – Create a Muster Report

To have the total No. of people:

Click on the '**Design**' tab (at the bottom)

Enlarge the '**ReportFooter**' section

Copy the field "**Full name**" located in the '**GroupFooter1**' section and paste it in the '**ReportFooter**' section.

Resize it and set it the following Properties:

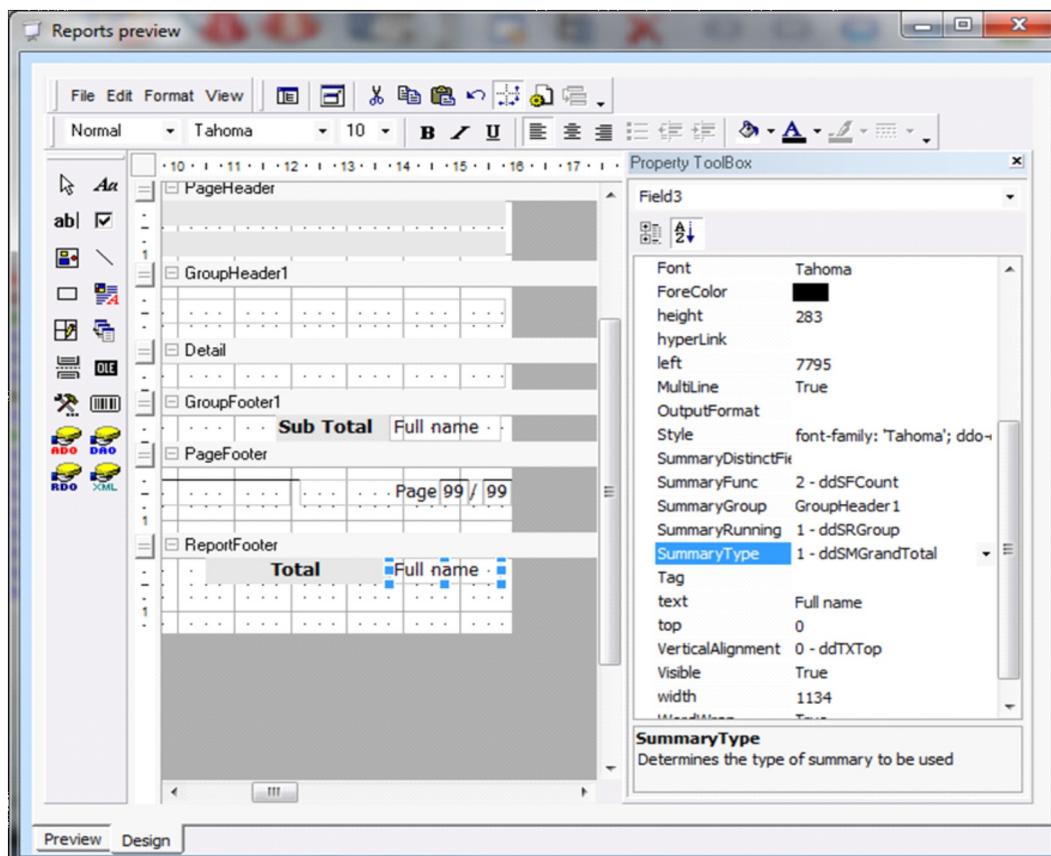
**SummaryFunc = 2 - ddsFCount**

**SummaryGroup = GroupHeader1**

**SummaryRunning = 1 - ddsRGroup**

**SummaryType = 1 - ddsMGrandTotal**, to have the report total

You can add a label next to this field if you want.

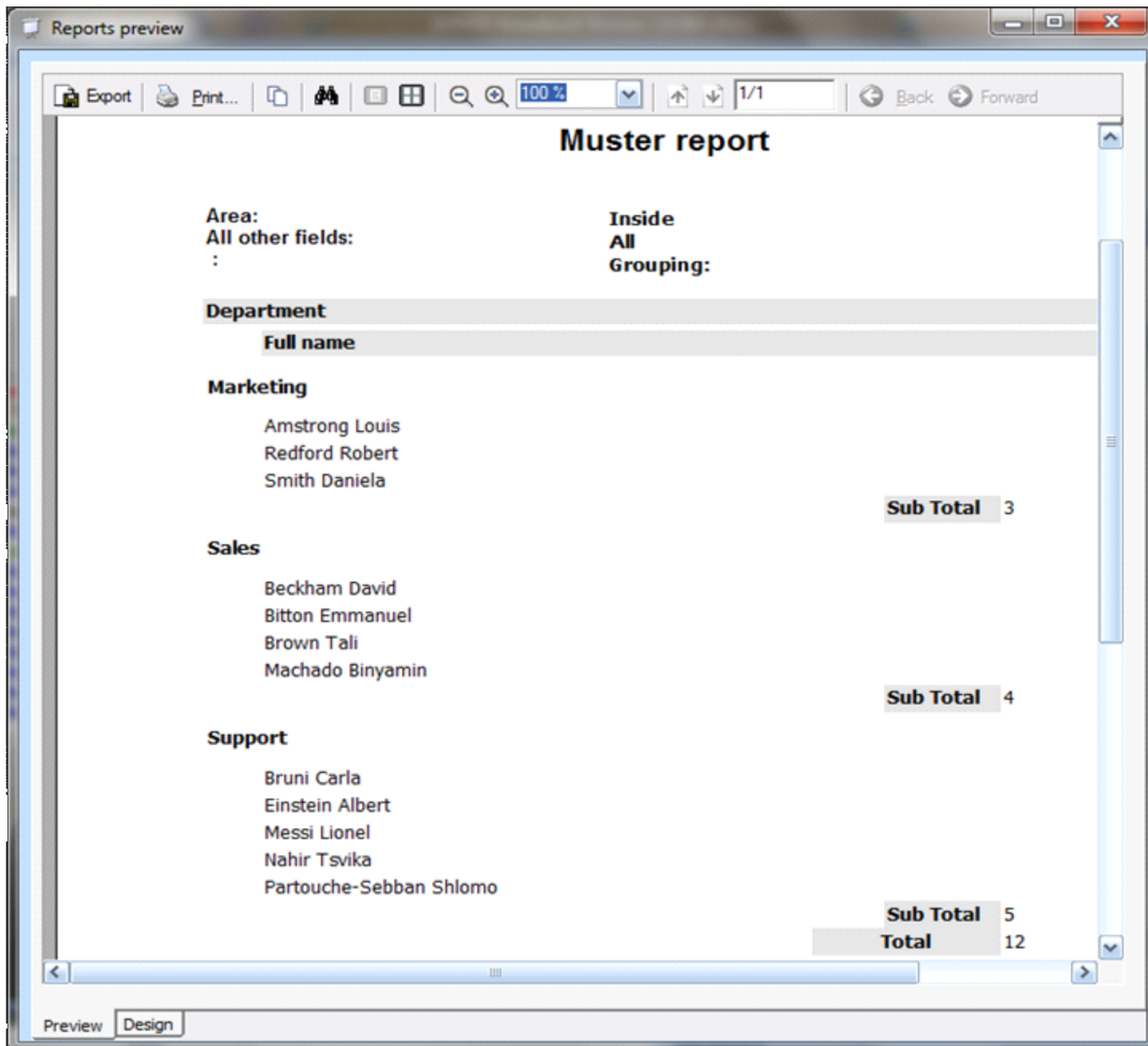




# How To – Create a Muster Report

Then, press on the 'Preview' tab.

You should have a report like this:



To save the report, go back to the 'Design' tab and press 'File>Save' and search for the Muster.rpx file in the Reports folder.

Click Save.