Muster Report Manual

Warranty

16650 Westgrove Dr | Suite 150

Addison, TX 75001

Phone: (972) 818-7001

Fax (972) 818-7003

www.ooaccess.com

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Installation

<div style="text-align:right">**1**</div>

In This Chapter
√   Muster Report Installation √   Muster Report Environment

Installation

The DNA Fusion Muster Report installation can be performed without any knowledge of the software. The Muster Report must be installed on a server or client workstation that already runs the DNA Fusion access control software.
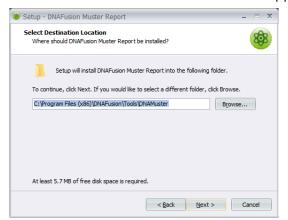
1. **Obtain** the Muster Report installation file from Open Options Technical Support.

2. **Double-click** the DNAMusterSetup.exe file.
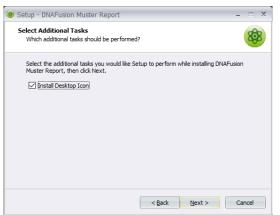
   The Setup Wizard appears.

3. **Click** Next to continue.

   The Select Destination Location screen appears.

4. **Click** Next to accept the default location.

   OR

   Click Browse to select a different folder.

   Default location:
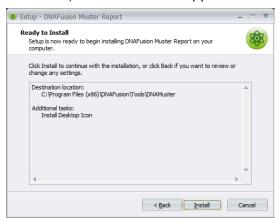
   - 32-bit OS - C:\Program Files\DNAFusion\Tools\DNAMuster
   - 64-bit OS - C:\Program Files (x86)\DNAFusion\Tools\DNAMuster

   The Select Additional Tasks dialog appears.

5. If desired, **select** the Install Desktop Icon checkbox.

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6. **Click** Next to continue.

   The Ready to Install screen appears.

7. **Click** Install to start the installation process.

   The installation begins.

8. When the installation is complete, a new dialog appears; **click** Finish to complete the setup.

   The installation is complete.
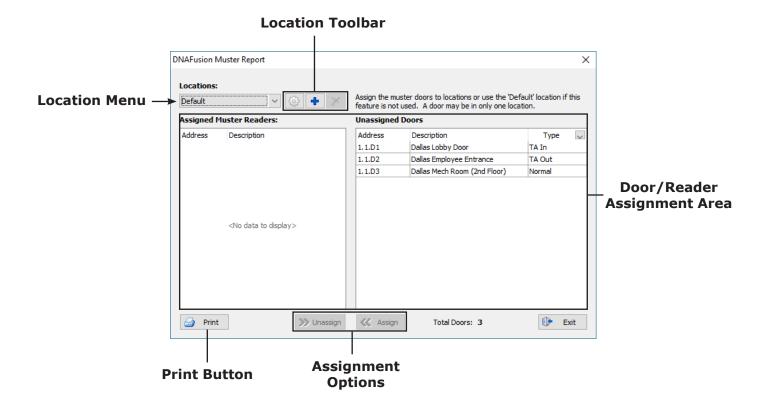
> ❗ *The setup procedure must be performed with an administrator login.*

Muster Report Environment

Once the Muster Report installation is complete, double-click on the desktop icon to open the application.

The DNAFusion Muster Report dialog consists of five (5) primary elements:

- Location Menu - Displays a drop-down menu of locations that have been configured in the DNAFusion Muster Report dialog.
- Location Toolbar - Provides access to the Location Maintenance dialog as well as the Add and Delete Location button.
- Door/Reader Assignment Area - Displays the Assigned Muster Readers and Unassigned Doors lists for the selected Location.
- Assignment Options - Assigns or Unassigns the highlighted doors for the selected Location.
- Print Button - Opens the Muster Report Parameters dialog to configure the report parameters and generate the muster report.

Location Toolbar

Location Menu →

DNAFusion Muster Report

Locations:
Default

Assign the muster doors to locations or use the 'Default' location if this feature is not used. A door may be in only one location.

Assigned Muster Readers:		**Unassigned Doors**		
Address	Description	Address	Description	Type
		1.1.D1	Dallas Lobby Door	TA In
		1.1.D2	Dallas Employee Entrance	TA Out
		1.1.D3	Dallas Mech Room (2nd Floor)	Normal

<No data to display>

Door/Reader Assignment Area

Print   Unassign   Assign   Total Doors: 3   Exit

Print Button   **Assignment Options**

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Muster Report Setup 2

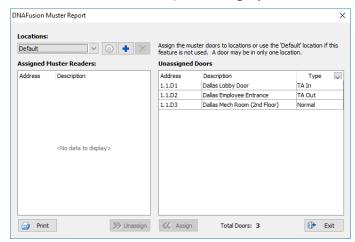| In This Chapter |
| --- |
| √ Location Configuration
√ Location Maintenance |

The DNAFusion Muster Report requires the user to specify muster doors for each location. A door can only be assigned to one (1) location.

Location Configuration

1. **Double-click** the DNAFusion Muster Report icon.

   The DNAFusion Muster Report dialog opens.

2. If desired, **select** the Add Location icon.

   The Add New Location dialog opens.

   OR

   Select the Default Location.

   If the Default Location is selected, skip to Step 4.

3. **Enter** a Name for the location and **click** the OK button.

   The location is added to the Locations drop-down menu.

4. **Highlight** the desired door(s) in the Unassigned Doors section.

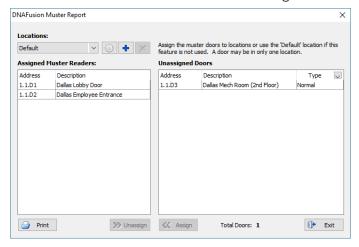   If needed, use the Type drop-down to filter doors by Door Type.

> ✏ **Press** and **hold** the Shift or Control key to select multiple doors.

5. **Click** the Assign button.

The selected doors are moved to the Assigned Muster Readers section.

> (i) *A door can only be assigned to one (1)* Location. *If a door is already assigned to a* Location, *it will not appear in the* Unassigned Doors *section.*

The Muster Report uses the following rules to determine the last card read:

- If only one location (Default) is specified, the system will search all Access Granted/Denied transactions within the last 24 hours.
- By default, the system scans all controllers with assigned doors to determine the last reader transactions for a location.
- If individual controllers are selected to limit the searched transactions to the assigned controller(s), the system will override the default transaction scan. See Editing a Location instructions below.

Editing a Location

The Location Maintenance dialog can be used to edit the Location Name as well as the controller(s) scanned by the Muster Report.

To open the Location Maintenance dialog:

1. **Select** the desired Location from the Locations drop-down list.
2. **Click** the Edit Location button.

The Location Maintenance dialog opens.

3. If desired, **edit** the Location Name.
4. If desired, **select** a Controller(s) to filter the transaction scan.

If only one location (Default) is specified, the system searches all Access Granted/Denied transactions within the last 24 hours.
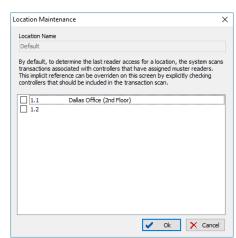
By default, the system will scan all controllers with assigned doors to determine the last reader transactions for a location. This can be overridden by selecting controllers to include in the transaction scan.
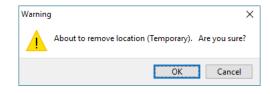
5. **Click** OK to save the settings.

Deleting a Location

To delete a Location:

1. **Select** the desired Location from the Locations drop-down list.
2. **Click** the Delete Location button.

The Warning dialog appears.

3. **Click** OK to delete the Location.

Creating Reports 3

In This Chapter
√   Generating a Report √   Printing and Saving Reports

The DNA Fusion Muster Report allows the user to generate reports based on the cardholder's activity at specific readers on the selected day.
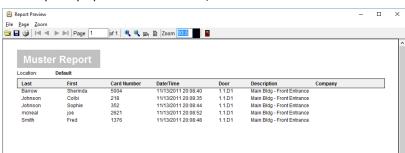
Generating the Report

1. **Double-click** the DNAFusion Muster Report desktop icon.

   The DNAFusion Muster Report dialog opens.

2. **Select** the desired Location from the Locations drop-down list.

   The Assigned Muster Readers and Unassigned Doors sections populate with the configured doors.

3. **Click** the Print button.
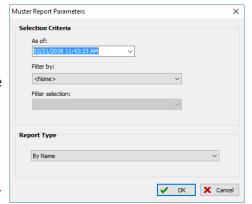
   The Muster Report Parameters dialog appears.

4. **Configure** the report parameters as needed:

   - As Of - **Select** a date and time for the report using the drop-down calendar and clock options.

   - Filter By - **Select** a personnel field by which to filter the report.

   - Filter Selection - If a Filter By category is selected, **select** a filter option from the drop-down.

   - Report Type - **Select** a sorting option to determine how the report will be organized.

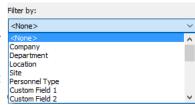5. **Click** OK to generate the report.

   The report populates in the Report Preview window.

> (i) *DNA Fusion must be running on the workstation that generates the report to ensure that the data is current and accurate.*

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Navigating the Report

The Report Preview contains a series of toolbar options. These controls allow the operator to navigate, print, and save the report.

ICON	DESCRIPTION	SHORTCUT	MEANING
	Open Another Report	Ctrl+O	Displays the Open File dialog.
	Save Report	Ctrl+S	Opens the Save File dialog.
	Print Report	Ctrl+P	Opens a dialog to print the report.
	Move to First Page	Ctrl+Home	Displays the first page of the report.
	Move to Previous Page	Ctrl+PgUp	Displays the previous page of the report.
	Move to Next Page	Ctrl+PgDn	Displays the next page of the report.
	Move to Last Page	Ctrl+End	Displays the last page of the report.
Page 1 of 1	Page Number Indicator	N/A	Displays the active page number and the total number of pages in the report. Enter a page number to display the page in the preview window.
	Zoom In	+	Zooms in on the page.
	Zoom Out	-	Zooms out of the page.
	Zoom to Fit Page Width	Ctrl+W	Fits the active page to the preview window.
	Zoom to Fit Page	Ctrl+F	Fits the entire page to the preview window.
Zoom 93.5	Zoom View	N/A	Controls the zoom percentage; fits the page width to the window.
	Exit Viewer	N/A	Closes the Report Preview window.

Printing the Report

1. With the selected report open, **click** the Print icon.

    The Output Options dialog appears.

2. If needed, **click** Setup to open the Print Setup dialog and **adjust** the printer settings; **click** OK to save the settings.

3. In the Output Options dialog, **select** a Print Range and **enter** the number of Copies to print.

4. **Click** OK.

Saving a Report

1. With the selected report open, **click** the Save icon.

    The Save File dialog appears.

2. **Enter** a Name and **click** the Save button.

    The report will be saved as a PDF (.pdf) file.

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