



## Configuring PSD Reporter for User Site Status Utility

1. Select System Configuration (hammer button) on the main window of Reporter.

**System Configuration**

Auto Batch Process | Time Zone Groups | Holidays | Pay Types | Titan Database | **System Configuration** | Process Setup | Departments | User Time Sheet Types | Review Import Structure | Allocate Reports

**System Configuration**

Site Name: Main Site  
(Note: If processing review from more than one Head End, multiple sites are required)

Enable:

**Site Review Folders**

File Containing Current Review :  
\\Psdserver\c\Program Files\acptserver\RW\TENT1.CLG  
("Reviewlog.clg" for Accept & PSD Review Archiver. "rvw\<tenant\ReviewID>.clg" for AcceptNet)

Folder Containing Archived Review:  
\\Psdserver\c\Program Files\acptserver\Archived Review

**Options**

Maintain Number of Imported Files Per Site Only: 35

Run Auto Batch Processing and Start Timer on Reporter Start Up

Operator Log In is Required

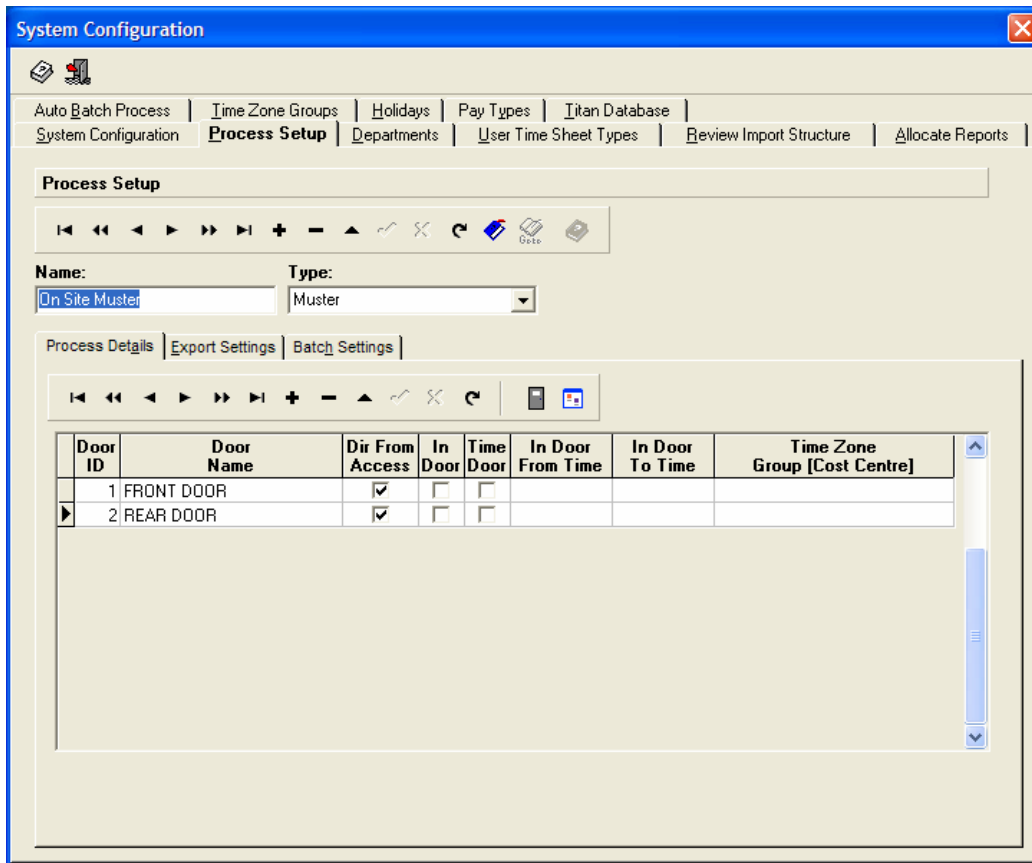
Operator Must Log In After Exiting Auto Batch Window

Log ALL Operations (Audit Trail)

**AcceptNet Panel References (Only When Processing from AcceptNet)**

ID: Name:

2. Click the Process Setup TAB.
3. Add a new process by clicking the "+" button on the database Navigator. Call the process, say "On Site Muster". Make it of type "Muster".
4. Below, select Process Details TAB. On the lower navigator, click the Door button to retrieve the door references from AcceptNet.



5. Click the button to the right of this which allows you to quickly select the doors which determine when someone is on site. Make sure the direction is set correctly. If single door with two readers then select "Dir From Access". This means the direction is take from the AcceptNet review. Ie; Card access in, Card access out.
6. Now select the "Batch Settings" TAB.
7. Click Selected Days and then Sun to Sat for the days that processing is to occur. User Site Status Utility will trigger it on demand or regularly anyway.

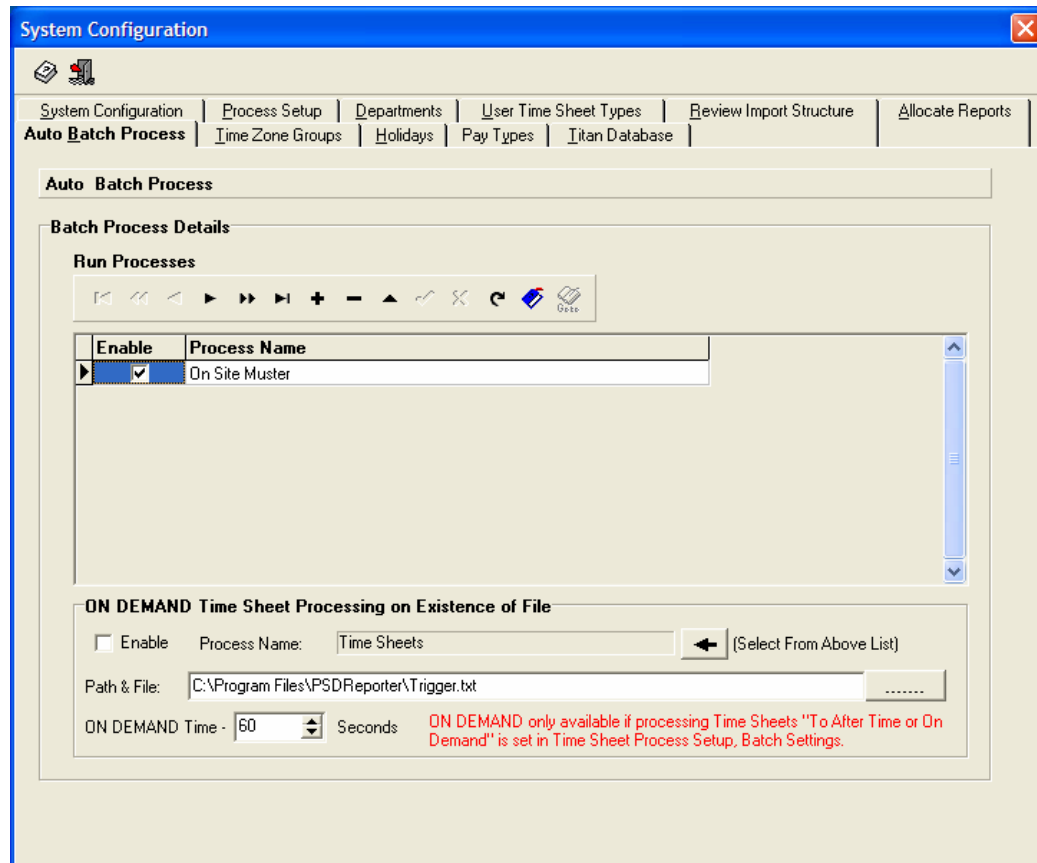


The screenshot shows the 'System Configuration' window with the 'Process Setup' tab selected. The 'Name' field is 'On Site Muster' and the 'Type' is 'Muster'. The 'Process When' section has 'Selected Days' checked for all days of the week (Sun-Sat), 'Every 14 Days' selected, and 'Start' date set to 25/03/2004. The 'Muster Settings & Exceptions' section has 'Ignore "Process When" and Import Review every 2nd time it is checked in Auto Batch.' checked, 'Update User SITE STATUS When Importing Review' checked, and 'Only Update Last Access With Doors in Process Details' checked. There are also unchecked options for 'Process ON SITE Too Long', 'Process Not ON SITE For Period > Days', 'Update User AREA STATUS When Importing Review', and 'Only Update STATUS if Date & Time is Greater Than Previous Event'.

8. Under the “Muster Settings & Exceptions”, check the “Ignore “Process When”.....”
9. Also check “Update User SITE STATUS when Importing Review”.
10. If you only want the see the last access event for the doors in the Process Details then check “Only Update Last Access With.....”



11. Select “Auto Batch Process” TAB near the top of the System Configuration window.



12. Click the “+” navigator button to add a new record.
13. Click in the “Process Name” field to select the “On Site Muster” process.
14. Close the System Configuration window.
15. Click the Cogs button on the main window which brings up the auto batch processing window.
16. Click the time button to start the auto batch processing. It should indicate “Counting Down”. The batch processing list can also contain Time Sheet, Sync Users, Cost Centre and Backup processes. All configured to be processed at a particular time on specified days.
17. Minimize the PSD Reporter application by clicking the “Large” minimize button on the auto batch processing window.



18. Start the User Site Status Utility.
19. Select System\Configuration and make sure the database path to the PSD Reporter database is set correctly. Usually c:\program files\PSDReporter\dataDBI. If User Site Status Utility exe is copied to another PC, this can be set to point to the PSD Reporter database folder shared on the network.

**Database Location**

**Settings**

Reporter Database Location:   
Normally: C:\Program Files\PSDReporter\dataDBI

Send Refresh to PSD Reporter for Updating Site Status & Entering User Access  
 **Operator Log In is Required**  
 **Allow "For All Users" in Enter User Access**

**Allow Access To: (May Require Good Network Bandwidth)**

User Access Events  
 Data Reports & Export

**Emergency Muster Batch Trigger**

Enable    Message Contains:   
Note: PSD Reporter must be in Auto-Batch Processing Mode.  
 Ask For Confirmation Before Triggering

**Refresh & Limits**

Refresh on First Char of Quick Search  
 Auto Refresh Every  Minutes  
 Limit to Last Access > Current Date -  Days

**Preferences**

IN Background Colour:   
OUT Background Colour:   
 Maximize Application and Show User on Exception

20. Also in this window select "Send Refresh to PSD Reporter for Updating.....". This tells Reporter to import any new access events and updates user site status.
21. Under "Refresh & Limits" check "Refresh on first char of quick search" and also "Auto Refresh Every" say 1 minute. So every minute it will send a request to Reporter to update user status.
22. The other options can be played with.



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23. Note, Time Sheet reports can be viewed and printed from User Site Status Utility if the Time sheet reporting option was purchased.
24. If the Emergency Muster settings in Reporter are set, the ambulance button on both the "Auto Batch Processing" window of Reporter and also User Site Status Utility can be used to trigger the printing of the emergency muster report.