- 1. Open PROS Client.
- 2. Right click on Site name and select "Add area" to add the area you need for muster report.



3. Create new area and click on "Add & Exit" tab.

E M Sites	F		×
	Area name	Muster report Area	
Global APB Groups			
Maps		The second secon	
Video Systems		Add & Exit	
DW_SpectrumDemo server	?		

4. Right-click on Site name properties and select "Properties".



5. Assigned the Muster area when accident occurs.

🔛 Home		×
Site name	Home	
Enable Globa	l Fire	
Muster Areas		
🗆 Inside		
Outside	Area	
	1	
	Save & Exit	
?		

6. Open properties on all readers that are controlling the entry or exit of muster area.



7. At section "Basic" select the reader areas "Exit from" and "Entry to" and click on "Save & Exit" tab.

🛃 Portals\Technical Support Portal 1\192_168_1_	160_Slave\Door 1 XSecure\XP-K-MF-W-X			×
📕 Basic 🔮 Free Access Time Zones	Display			
Reader	1			
Name	XP-K-MF-W-X		4	
Туре	XS-K-MF-W-X	•	8 č	ċ
Entry Mode	Card or Access Code	•	This reader has to be c	anfigured before it
Door	Door 1 XSecure	•	is mounted.	Singured before it w
Wiegand type	Wiegand34	-	Configuration process:	hasic narameters.
Enable access by time zones 🔽			2. Click on "Confi	gure reader"
Bypass Antipassback 🗖			button to open	configuration
Exit from	Outside	•		
Entry to	Inside			
Antipassback reset time	00:00	÷.	Configure Reader	Firmware Update
Free access 24/7			Serial port (COM) COM4	Reader Config
If 0 illegal attempt, disable for 0	minutes		Change the Reader Configuration password	Confirm password
Required number of valid users for access	1	•	13.5 MHz Settings	ISO14443-A (Mifare, N
Camera	None		125 KHZ Settings	Disabled
Califera	Intolie		Backlight	
	Configure Reader		Green	74 %
			Red	90 %
	Less by the zones IV tipassback button to open configuration window. Linside 00:00 ss 24/7 illegal attempt, disable for 0 minutes number of valid users for access 1 Configure Reader None Configure Reader Configure Reader Red Section Configure Reader New password Configure Reader Red So 14443-A (Mifare, N 125 KHz Settings Boot1443-A (Mifare, N 125 KHz Settings Boot1443-A (Mifare, N 125 KHz Settings Boot1443-A (Mifare, N 125 KHz Settings Boot1443-A (Mifare, N 125 KHz Settings Backlight Green Red So 35 Buzzer level 100 % Export ConFigure Reader ConFigure Reader Co			
			Enable buzzer Keylength	5
			EXPORT CONFIGURATIO	IMPORT C
			CONFIGURE READER	READ CONFIGURATION F
			Product Web Page	
?		Save & Exit		

8. If accident occur right click on the desired Site icon and select "Muster report"



- 9. Dialog will appear to select time of the incident. Select time and date of the incident.
- **10.** Select users to be listed in the report:
- **11.** Click the "Create" button.

Create Muster Report for XPR Group Select time and date of incident	×
24 April , 2023	
Select users to be listed in the report	
All users     C. Users registered at Muster points	
Users not registered at Muster points	
Treat the User as registered at Muster point if the User la before	ist event is
00:00:00 - 24 April , 2023	*
Create	
? Cleare Calicel	

**12.** Muster report window will be created as in image bellow.

Incident	time: : 24.Apr.2023 - 10:12	:57, XPR Group				Print	
All users	are listed					Count 26	
Secure	Name /	Time	Area	Department	Remark		
	Bluetooth user 1 at EWSI	2023.04.07 - 10:3	Entry from outside				
	Bluetooth user at EWSI	2023.04.04 - 14:1	Entry from outside				
	custom						
	Demo user 1 EM4100	2023.03.28 - 12:5	Entry from outside	-			
	Demo user Mifare Classic	2023.04.04 - 15:3	Exit from inside	Général			
	Desfire User 1	.05					
	Desfire User 2						
	Desfire User 4						
	fingerprin 3	2023.02.23 - 15:3	Entry from outside				
	fingerprint 5	2023.02.23 - 15:4	Entry from outside				
	fingerprint 1	2023.03.29 - 09:3	Exit from inside				
	fingerprint 2	2023.02.27 - 08:3	Entry from outside				
	fingerprint 4	2023.02.23 - 15:3	Entry from outside				
Γ	kkk	2023.04.04 - 15:4	Entry from outside	Général			
	prox-usb-2 user 1	2023.04.11 - 12:5	Employee parki				
	prox-usb-2 user 2	2023.04.18 - 12:1	Employee parki				
	prox-usb-2 user 3	2023.04.18 - 13:4	Employee parki				
	remote	5					
	test	2023.04.04 - 15:3	Exit from inside				
	test settings prox-usb-2 de	2023.04.04 - 15:3	Exit from inside				
	test settings prox-usb-2 HI	2023.03.15 - 13:2	Exit from inside	Général			
E	test settings prox-ush-2 HI	2023 03 13 - 10 2	Exit from inside	Général			

- **13.** You may check the "**Secure**" box or enter in the column "**Remark**" any notes that will help to follow the user state.
- **14.** Click **"Print"** button to print the report. Reported will be printed with the same sort as table in the time of printing.

Muster report window is updated with arrival of new events so you may leave the window on screen to follow the changes.