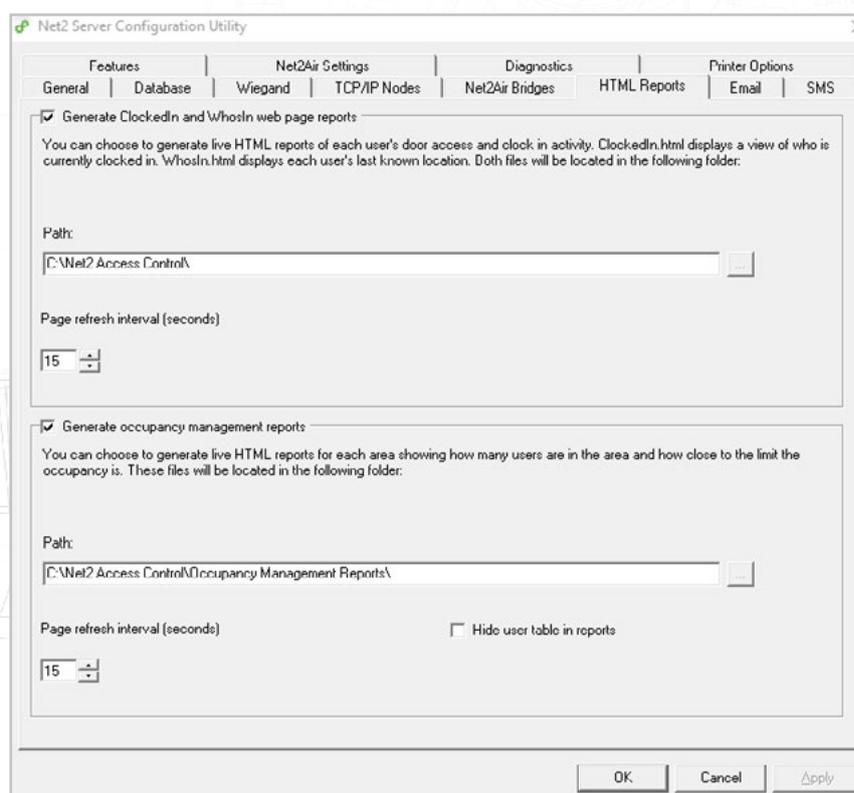


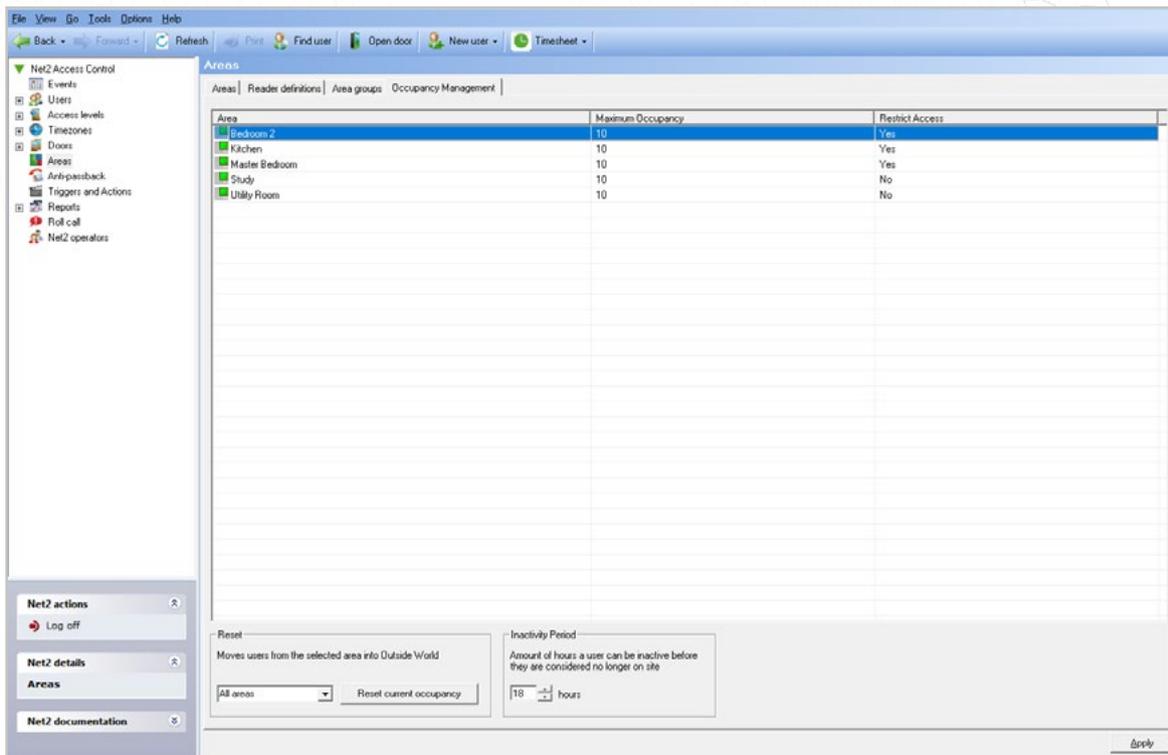
4. Reports will automatically be generated and stored in the folder shown under the 'HTML Reports' tab. If you wish to change this default location or turn off the generation of these reports, this can be done within this tab
5. You can also change how often the HTML report will be refreshed. By default, this is set to 15 seconds
6. For privacy purposes, if you do not wish to display the user table in the report, check the box next to 'Hide user table in reports'



- Once complete, click apply, followed by Ok to close the utility

Setting up the software

- Open the Net2 Pro software
- Select '**Areas**' shown in the left tree menu
- Then in the right-hand window select the '**Occupancy Management**' tab

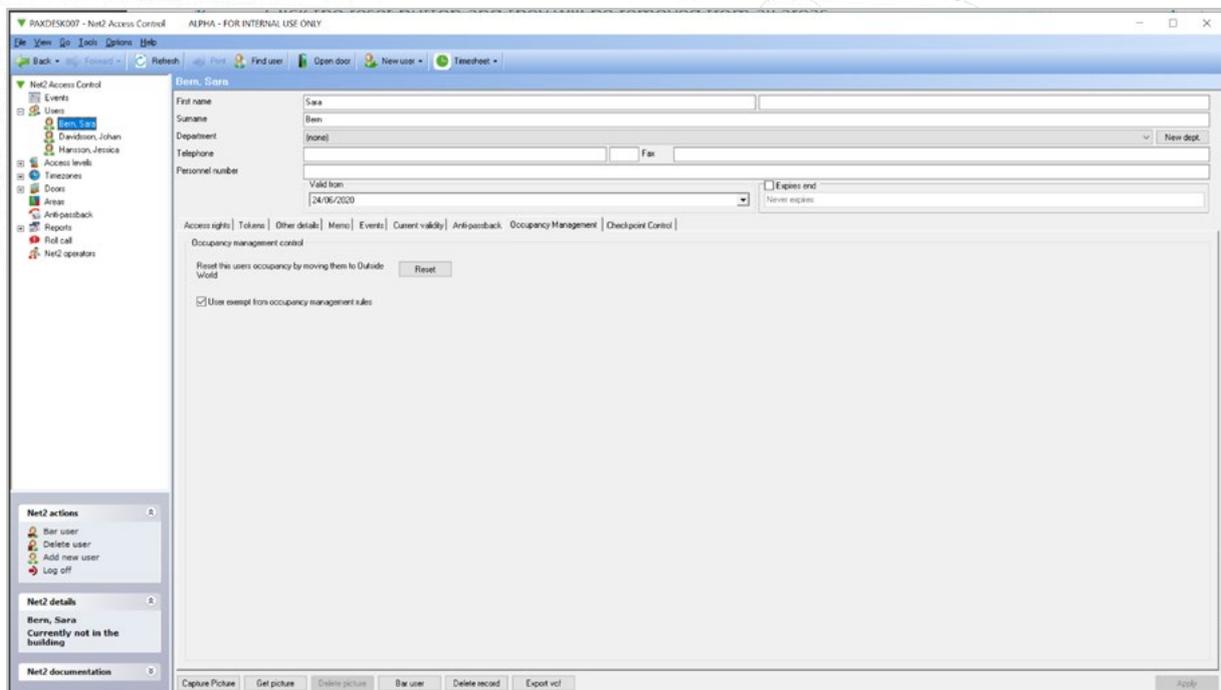


- Maximum Occupancy** - From here you can set the maximum desired occupancy for each area, which is set as 10 by default
- Restrict Access** - Selecting '**yes**' under restrict access will deny users access to that area once the maximum occupancy has been reached
- Reset Occupancy state** - If you are aware of someone no longer residing within an area but not clocked out, you can reset the occupancy status of that area using this option
- Inactivity period** - Inactive users for the period of time set here will automatically be removed from the area

Manually removing users from an area

If you are aware of a user having left an area but not having badged out, they can be manually removed from that area by following these steps:

1. Select '**Users**' in the left-hand tree menu and choose the user you wish to remove from an area
2. Then in the right-hand window select the '**Occupancy Management**' tab
3. Click the reset button and they will be removed from all areas



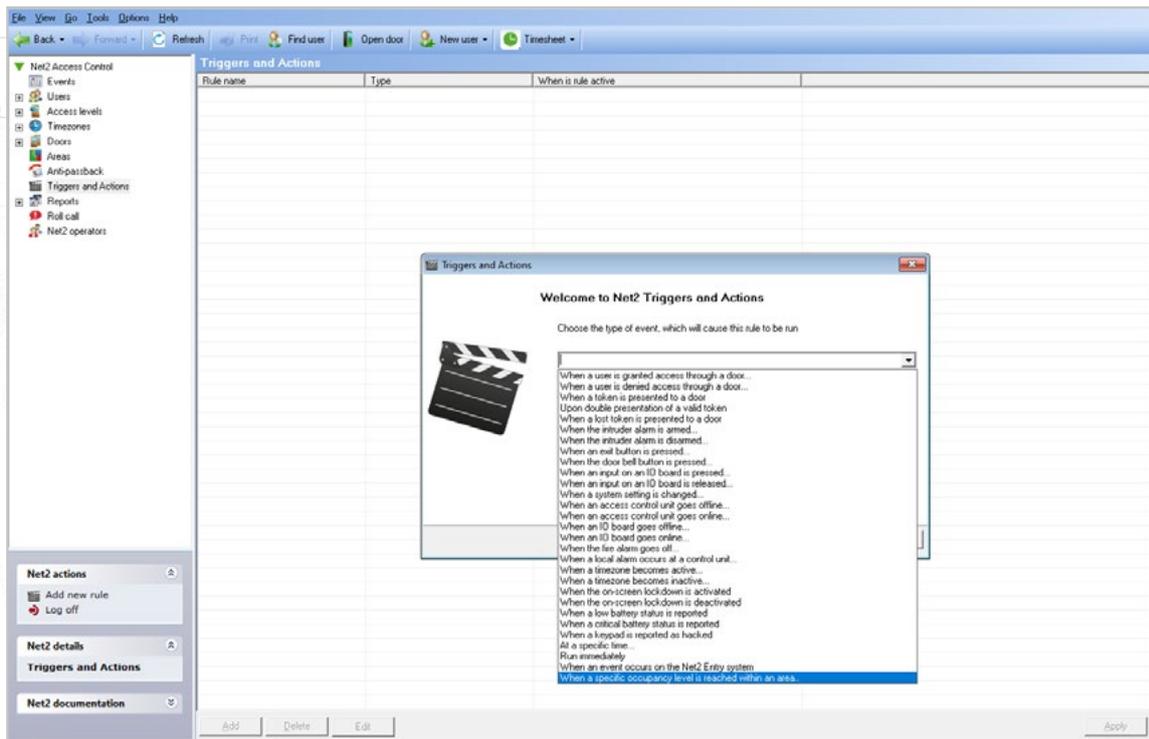
User Override

If you need to have management or selected staff members exempt from occupancy management, use the following steps:

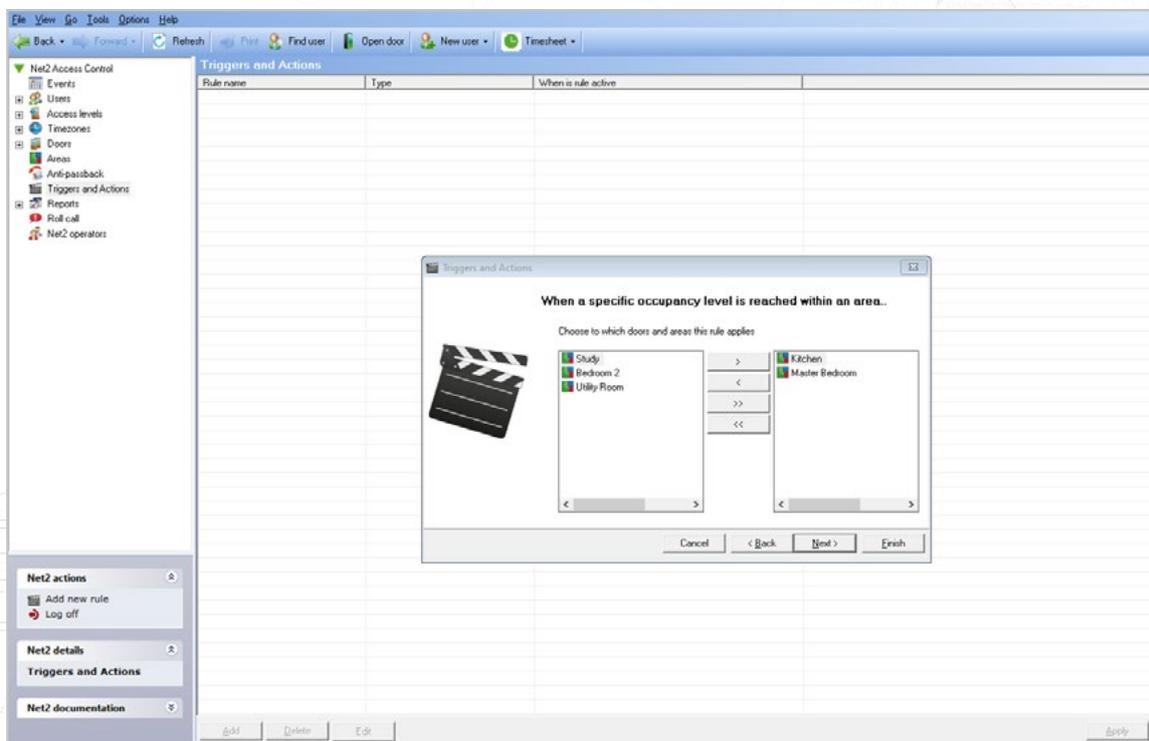
1. Select '**Users**' in the left-hand tree menu and choose the user you wish to remove from an area
2. Then in the right-hand window select the '**Occupancy Management**' tab
3. Check the box for "**User exempt from occupancy management rules**" and click apply.

Creating alerts based on the Occupancy level

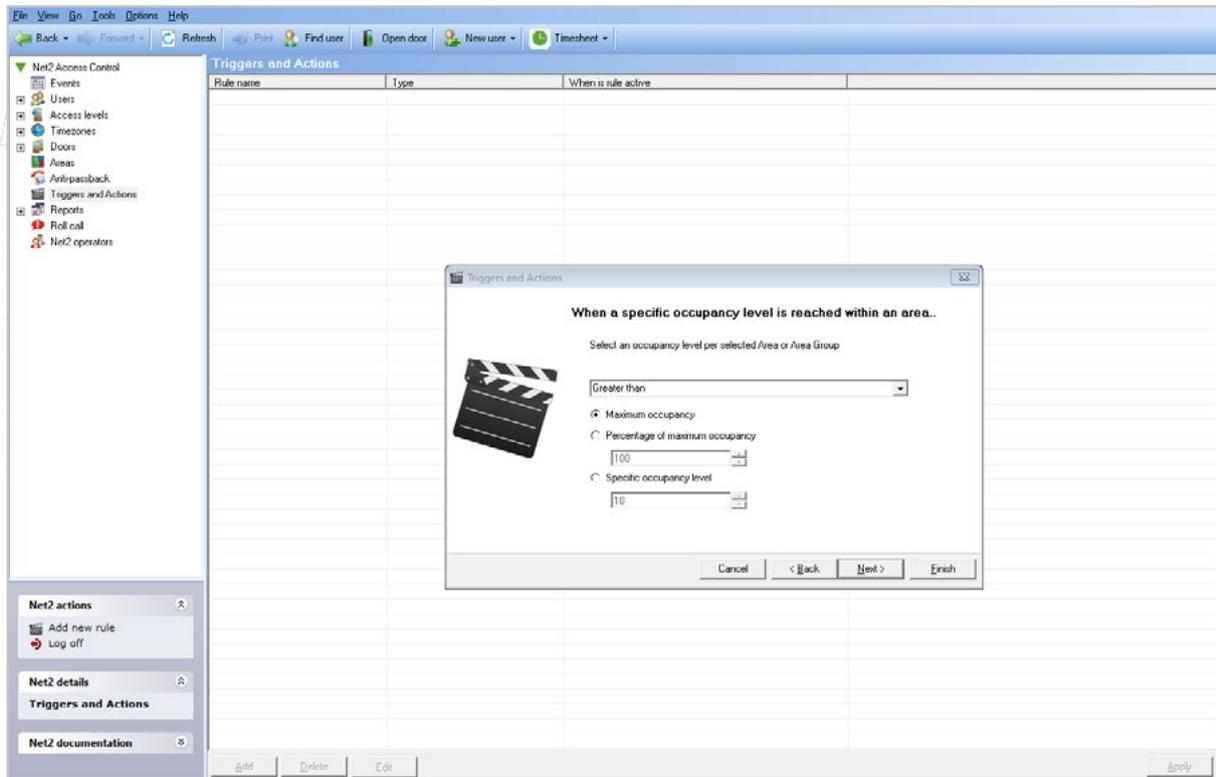
1. Make sure you can see Trigger and Actions in the left-hand tree view by selecting '**View**' and '**Triggers and actions**'
2. Select the Triggers and Actions menu in the tree menu
3. Select the '**Add**' button
4. Select '**When a specific occupancy level is reached within an area...**'



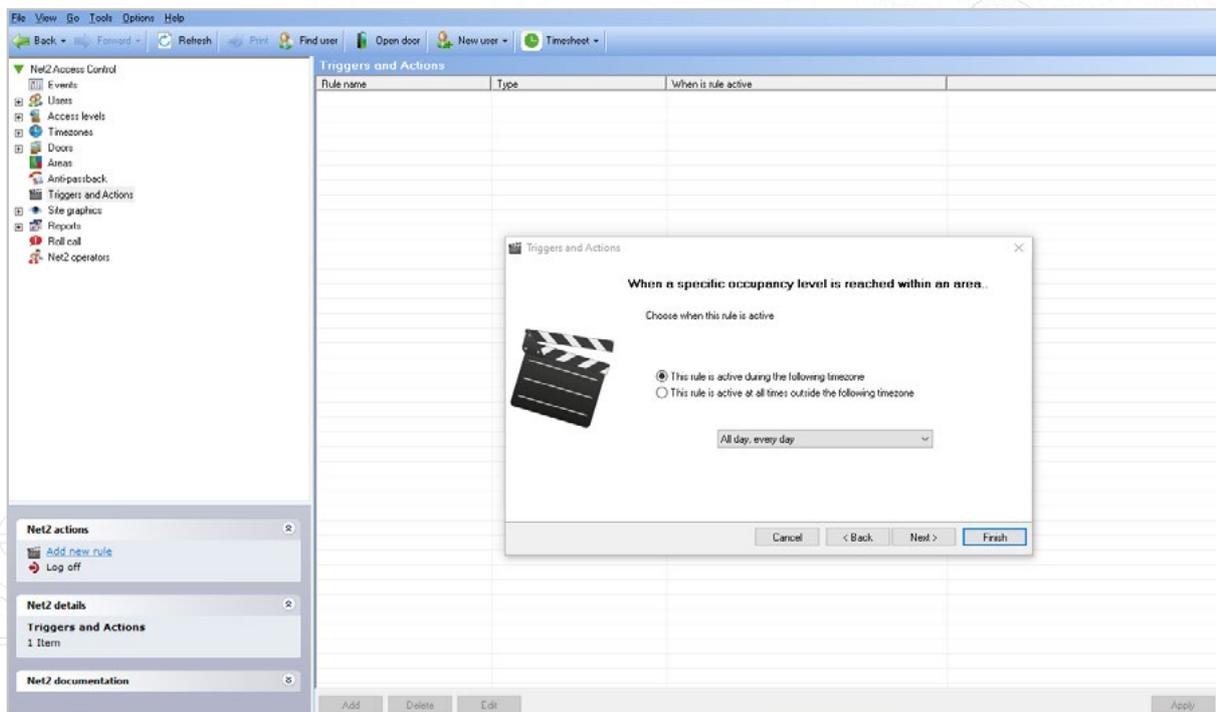
5. Choose which areas you would like this rule to apply to



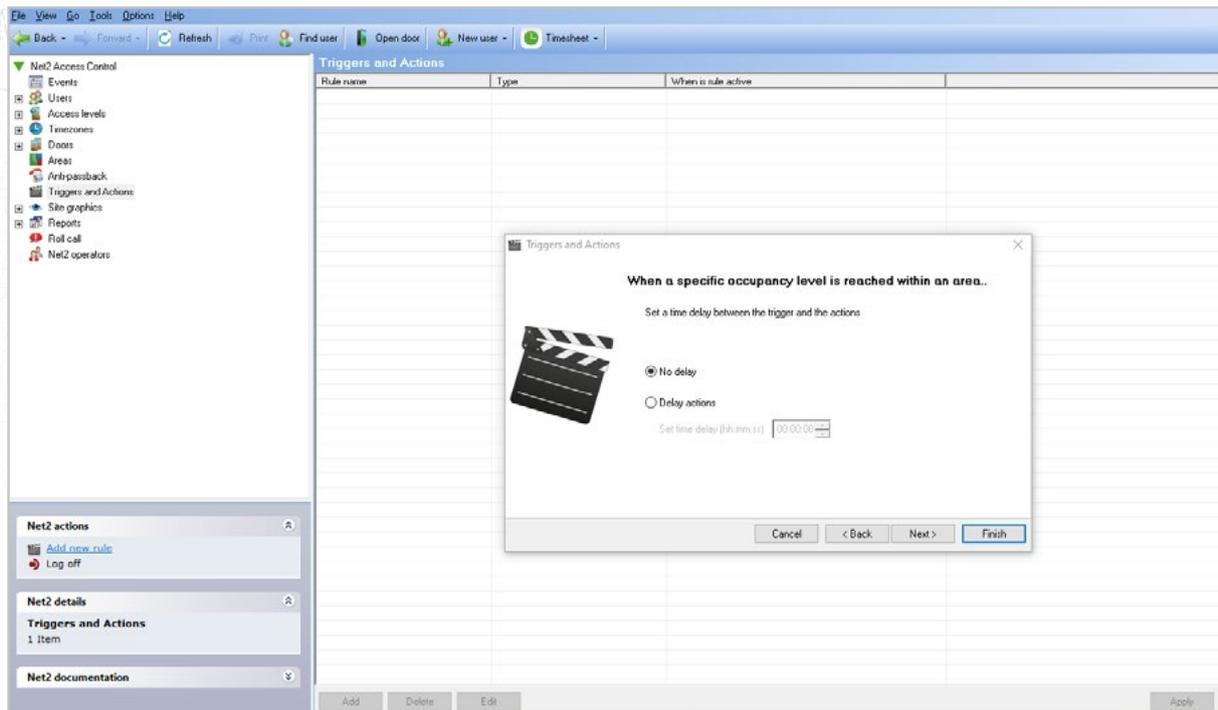
6. Now select the occupancy level criteria to trigger the action



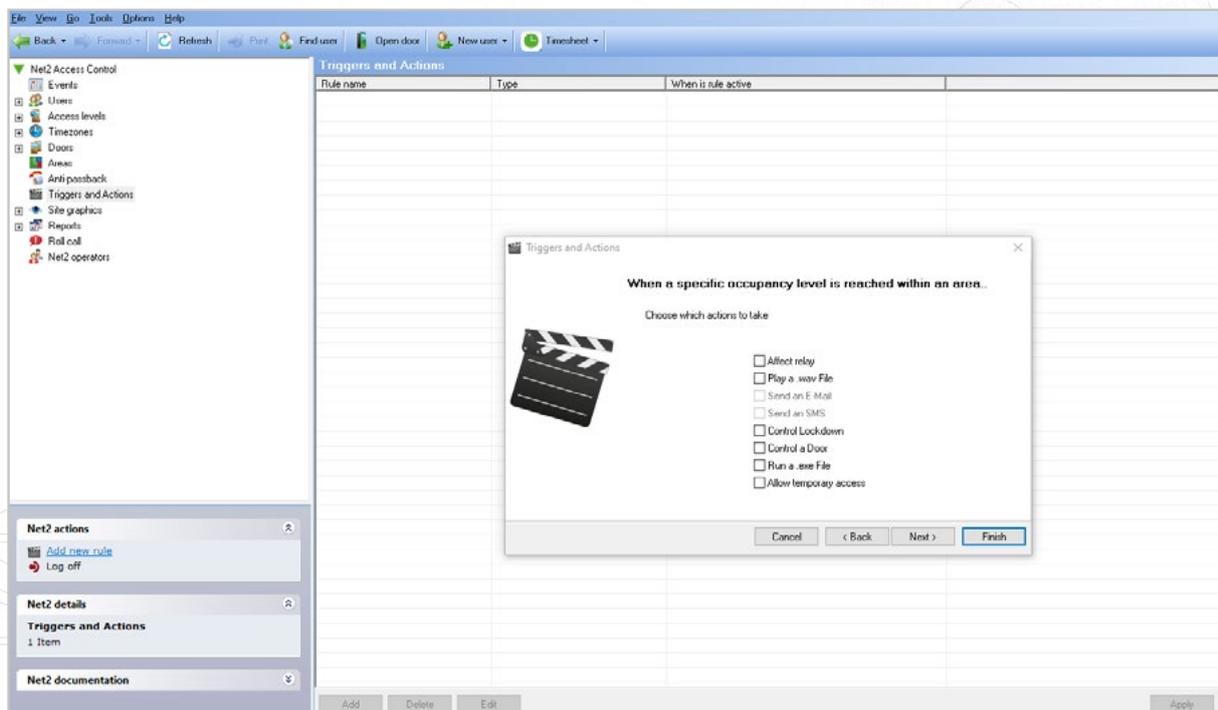
7. Select when the rule will be active



8. Choose if you would like a time delay between the trigger and the action(s)



9. Finally, choose the action you would like to take place



10. Once complete, select 'Finish'

Note: The Occupancy Management features requires a live connection with the Net2 server to be present. If this connection is lost, all ACUs within a controlled area will resume standard, permission based operation.

Occupancy Management.html Report

Once the Occupancy Management feature is setup, Net2 will generate a separate HTML report for each area. By default, these reports are stored in the following location:

C:\Net2 Access Control\Occupancy Management Reports\[AREA NAME].html

To view the HTML reports copy the report location into any standard web browser in the URL field.

The last seen column shows when the user was last seen by the system in this area. If the user is seen in any other area, they will be added to that area report and automatically removed from the area they have left.

