Gallagher Access Administrator Online Course - C892122

Introduction

This course provides Gallagher Administrators with the skills and confidence to maintain a Gallagher system. The course content focuses on day to day site management and security operations, broadly covering alarm and event management, cardholder administration tasks, general site monitoring and control including the configuration of access, viewers, status overrides and reporting.

The course is a modular discovery exploring many user-based features and functions designed to enhance the value the Command Centre system offers. An administrator training manual is provided as an additional reference for attendees. Training delivery comprises instructional videos, graphical illustrations, and storyboards. The course concludes with a practical simulation to ensure learners gain "hands-on" practice in a safe learning environment.

Note: The Gallagher Administration course is a generic course based on the Gallagher Command Centre client utilizing the latest version of software.

Goals

At the completion of this training session you will have the skills necessary to administer a Gallagher system and a working knowledge of:

- Command Centre
- Access Group configuration (Calendars, Schedules, Personal Data, Access Groups)
- Operator Groups & Privileges
- Site Monitoring
- Locker Management
- Alarms & Cardholder Management
- Macros
- Reports
- General Site Administration

Prerequisites

- Gallagher Operator Online Course (C892122)
- An understanding of security systems and access control.
- Knowledge of the site requirements under their administration.
- Good PC skills.

Topics

- **Command Centre - The administrator's platform**
    - Navigation and overview
    - Getting the most out of Command centre
- **Operator Groups**
    - Creating a new Operator Group
    - Privileges
    - Creating Operator login credentials
- **Calendars**
    - Adding new day categories
    - Assigning day categories to days/dates
    - Special Calendars
- **Schedules**
    - Creating a new Cardholder Schedule
- **Personal Data Fields**
    - Creating a new Personal Data Field
- **Access Groups**
    - Setting up Site Access
    - Access Groups shortcut keys
    - Temporary Access
    - Membership Defaults
- **Macros**
    - Setting up Macros
    - Macro shortcut keys

- **Creating a New Cardholder Viewer**
  - Coping Viewers
- **Creating a New Alarm Viewer**
  - Exercise
  - Editing a Viewer
- **Reports**
  - Accessing Reports
  - Creating a new Access Report
  - Creating a new Contextual Report
  - Creating a new Activity Report
  - Summary Activity Reports
  - Creating a new Evacuation Report
  - Creating a new Cardholder Report
  - Time Report
  - Time – Overview Report
  - Voltage Report