



# **Gallagher Access Advanced Administrator Online Course - C892127**

---



## Introduction

---

This training module provides administrators with an advanced view of Command Centre functionality, with a focus on enhancing existing Site security measures.

Once a site is commissioned, best practise suggests that although the initial security measures may be adequate, a site will mature and evolve over time. Having a security system in place that is scalable and flexible is paramount to catering to an ever-changing environment and the Advanced Administrator Online Course unveils new layers of Command Centre knowledge to complement and enhance your existing site configuration.

Note: The Gallagher Advanced Administration course configures functionality from within the Configuration and Command Centre clients, it is a scenario-based story line utilising the latest version of Command Centre software.



## Goals

---

Upon completion of this training course, you will have the skills necessary to administer a Command Centre system and a working knowledge of:

- Command Centre Client
- Configuration Client
- Competencies
- Bulk Changes
- Alarm Instructions and Insertion Tags
- The URL Tile
- Broadcast Notifications
- Event Notifications
- Macros
- Site Plans
- Card States and design
- Enterprise Data Interface (EDI)
- Advanced Reports



---

## Prerequisites

---

Prerequisite:

- Gallagher Administrator / Operator course attendance highly recommended
- An understanding of Security Systems and Access Control
- Knowledge of the site requirements under their administration
- Good PC skills



## Modules

---

- **Introduction to Course**
  - Overall Scenario
- **Command Centre Administration Tile Bar**
  - Overview of the Command Centre Client Title Bar
- **Server Properties**
  - Examining Licence Features and Server Properties
- **Competencies**
  - Scenario One
  - Identity Analytics
  - Configuring Competencies
  - Access Zones Competencies
  - Assigning Competencies
  - Configuring Cardholders
  - Adding a Competency to a Cardholder
- **Bulk Changes**
  - Scenario Two
  - Creating a new Cardholder Bulk Change
- **Alarm Instructions**
  - Scenario Three
  - Creating a New Alarm Instruction
- **Insertion Tags**
  - Scenario Four
  - Creating an Insertion Tag

- 
- **Assigning Alarm Instructions**
    - Scenario Five
  - **URL Tile**
    - Scenario Six
    - Creating a URL Tile
  - **Broadcast Notifications**
    - Scenario Seven
    - Setting up the Email and SMS Server
    - Setting up the Broadcast Notification
  - **Event Notification Filters**
    - Scenario Eight
    - Reflected Output
    - Personal date Field: Email/Mobile
    - Creating a Notification Schedule
    - Enabling your Event Notifications
  - **Macros**
    - Scenario Nine
    - Setting up Macros
    - Setting up a Macro to Cancel the Site Lockdown
    - Macro Shortcut Keys
  - **Site Plans**
    - Adding a Macro to our Site Plans
    - Adding a Graphic to our Site Plans
    - Creating Item Menus on Site Plans
  - **Card States**
    - Scenario Eleven
    - Understanding Card States
  - **Card Layout**
    - Scenario Twelve
    - Adjusting a Card layout
  - **EDI Express**
    - Scenario Thirteen
    - Operator Privileges
    - The run as Operator
    - Run as Operator
    - The Source File

- 
- Enterprise Data Interface Folders
  - Importing Images with EDI
  - Configuring Command Centre to receive the Source Data
  - Personal data Fields
  - Mapping of Data between the Source File and Command Centre Data
  - Running EDI Manually
  - Error Messages and Log Files
  - Scenario Fourteen
  - **Monitor Site Viewer**
    - Scenario Fifteen
    - Default Panel
    - Guard Tour
    - Cameras
    - Broadcast Notifications
  - **Reports**
    - Scenario Sixteen
    - Accessing Reports
    - Report Filters
    - Scheduling a Report
    - Creating a New Door Activity Report
    - Summary Activity Reports
    - Creating a Summary of a Door Activity Report (Access Granted)