



Gallagher Access Operator Course - C892120



Introduction

This outline details the structure and topics covered during generic Gallagher System Operator training. The course flows logically and is designed to provide the skills necessary to operate a Gallagher system.

Training applies “hands on” learning principals. Training material is provided for attendees and the training incorporates problem solving and Q & A time

Note: The Gallagher Operator course is a generic course based on the Command Centre client platform utilising the latest version of software.



Goals

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

- Command Centre
- Navigating the environment
- Accessing the system
- Operator Passwords
- Cardholders
- Events
- Alarms
- Status and Overrides
- Understanding Viewers



Prerequisite Modules

- Be familiar with Windows operating systems
- Have general keyboard and computer skills
- Understand the principals of Access and Security



Topics

Introduction – Using Gallagher Command Centre

- **Logon**
 - Changing your password
 - Changing an expired password
 - Log off
 - Help Files
 - Using the Help File
 - Using the Toolbar
 - Buttons common to all tabs
- **Understanding Viewer Panels Tile**
- **Toolboxes for Viewer**
 - Using keyboard shortcuts
 - Toolbar shortcut keys
 - Viewer specific shortcut keys
- **Minimising/Maximising Tiles**
- **The Cardholder Management**
 - Cardholder Search Information
 - Simple Search for Cardholders
 - Advanced Searching for Cardholders
 - Editing an Existing Condition
 - Removing a Condition
 - Advanced Search Editing shortcut keys
 - Creating a Cardholder
 - Adding Cardholder
 - Cardholder Membership
 - Deleting a Cardholder
 - Quick Mifare Card Assignment
 - Mifare Card Assignment
 - Exercises
 - Card States
 - Cardholder Viewer shortcut keys

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- Tile Action shortcut keys
 - Contextual Reporting
 - Cardholder Contextual Report
 - **The Alarm Panel**
 - Quick Tips for using the Alarm Viewer
 - Alarm Viewer shortcut keys
 - Determining Alarm Priorities
 - Acknowledging Alarms
 - Acknowledging Multiple Alarms
 - Processing Alarms
 - Entering an Alarm Note
 - Door Open To Long Alarms
 - Alarm Exercises
 - **The Monitor Site Viewer Environment**
 - Monitor Site Viewer shortcut keys
 - Status Tile shortcut keys
 - **Monitor Site Tile Actions**
 - Site Plan Tile Actions
 - Status Tile Actions
 - Camera Tile Actions
 - URL Tile
 - Tag Board Tile
 - Guard Tour Tile Actions
 - **The Controlled Challenge Viewer Environment**
 - **Additional Automated Tools**
 - Using Bulk Change
 - Find Tool