Gallagher Administration Course Outline

💬 Introduction

This training module provides Gallagher Administrators with the skills and confidence to maintain a Gallagher system.

The training has a generic focus on day to day site management and security operations, broadly covering alarm and event management, cardholder administration tasks, general site monitoring and control including integration of site maps, status, overrides and imaging systems.

The session is a process of discovery exploring the many user based features and functionalities designed to enhance the user experience. Attendees learn how information needed to complete tasks can be immediately available in one screen, "information at a glance" - seamlessly and in context, this includes the ability to create customizable screen layouts, single-click animation, support zoom in/out capabilities for maximizing viewers are all introduced. The course has a strong focus on usability providing everything the Administrator needs and in a way that makes sense

The Administration 1 day Course is a combination of both the Operator and Administration Courses. Operator is delivered in the morning session and Administration in the afternoon.

Tailored Administration training can be arranged if generic training is not focused towards the specific needs of your site. Requirements would need to be formalised prior to delivery.

❗ Note
The Gallagher Administration course is a generic course based on the Gallagher Command Centre utilising the latest version of software v8.10.

👉 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
- Operator Groups & Privileges
- Reports
- Site Monitoring
- Alarms
- Macros
- Backups
- General Site Administration

⟳ Prerequisite Modules

Prerequisite:

- An understanding of Security Systems and Access Control.

- Knowledge of the site requirements under their administration.

- Good PC skills.

⟳ Topics

Operator (morning session)

Administration Introduction

Operator Groups
- Creating a new Operator Group
- Exercises

Calendars
- Adding new Day Categories
- Assigning Days to Day Categories
- Assigning Individual Dates to Day Categories
- 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

Setting up User Codes

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

The Spot Monitor Viewer
- Creating a new Spot Monitor Viewer
- Testing Spot Monitor Viewer

Backups
- Performing Backups
- Restoring Backups