

# Gallagher Command Centre Premier Instructions

## To Logon


- Open Command Centre Premier
  - If you have the icon on your desktop open it
  - Or go to Start, All Programs, Gallagher and click on Command Centre Premier

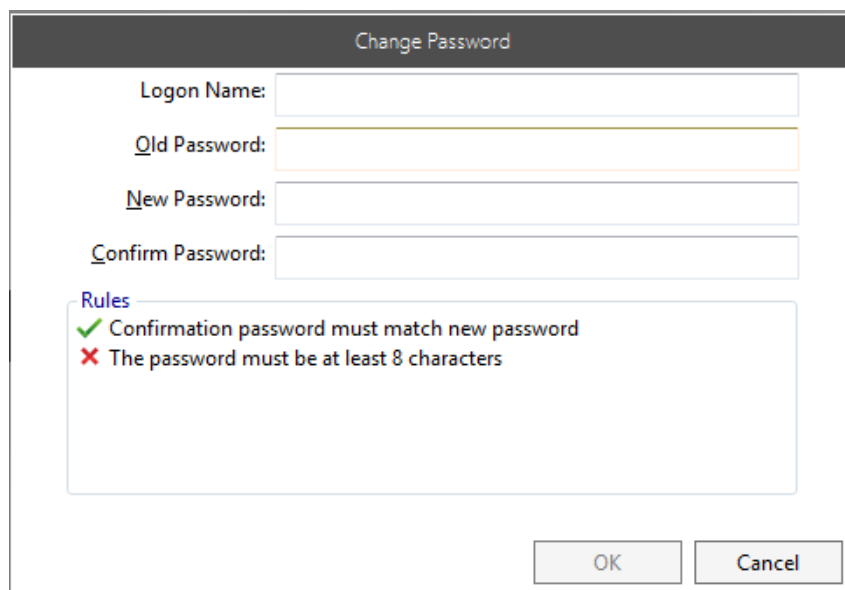
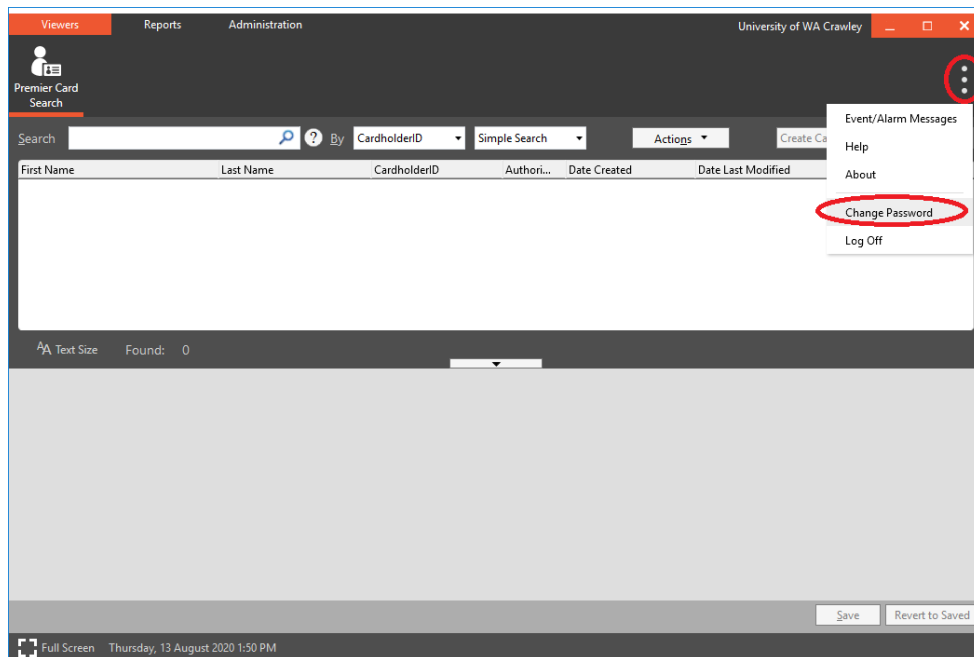


- To Logon First Time or on Password Reset
  - Logon Name Field: Enter Details as per Email
  - Password Field: Leave Blank
  - OK

A screenshot of the 'Logon' dialog box. The window title is 'Logon'. The header area is dark grey with the text 'Gallagher Command Centre' in orange and 'v8.10.1113' in white. There is a small version of the Gallagher logo in the top right corner. The main area is light grey and contains three input fields: 'Logon Name:' with a text box, 'Password:' with a text box, and 'Language:' with a dropdown menu showing 'Last Selected'. At the bottom left, it says 'Connected to: University of WA Crawley'. At the bottom right, there are 'OK' and 'Cancel' buttons.

## To Change Password

- Click the  button on the Command Centre toolbar, and select Change password.
- The Change Password pop-up displays
- Type in your Old Password
- Enter New Password and Confirm
- OK



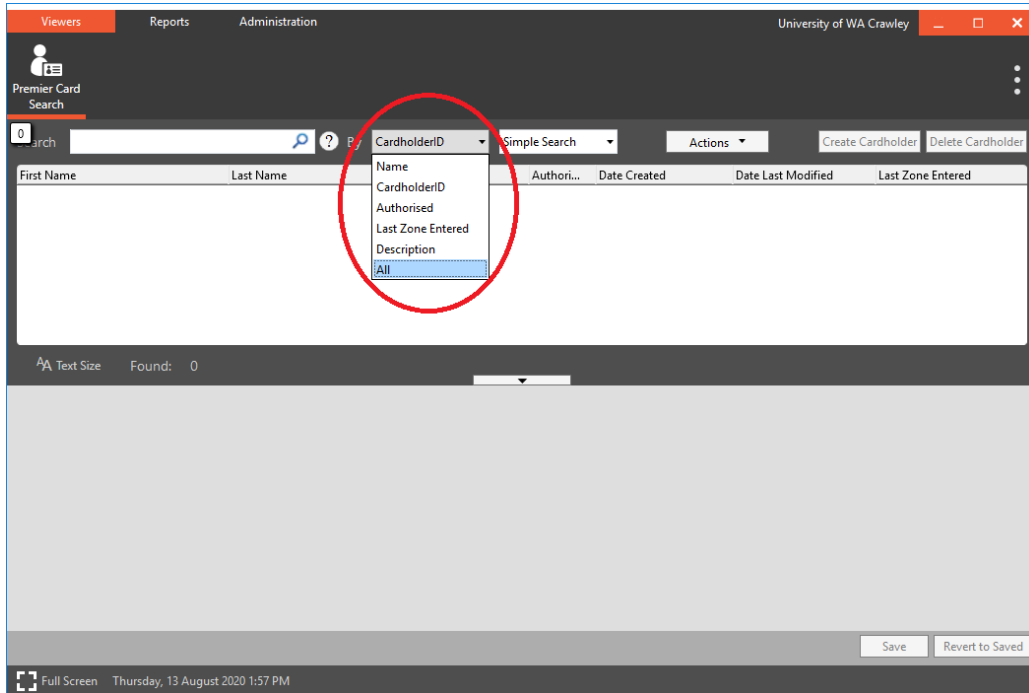
The 'Change Password' dialog box contains the following fields and sections:

- Logon Name:**
- Old Password:**
- New Password:**
- Confirm Password:**
- Rules:**
  - ✓ Confirmation password must match new password
  - ✗ The password must be at least 8 characters

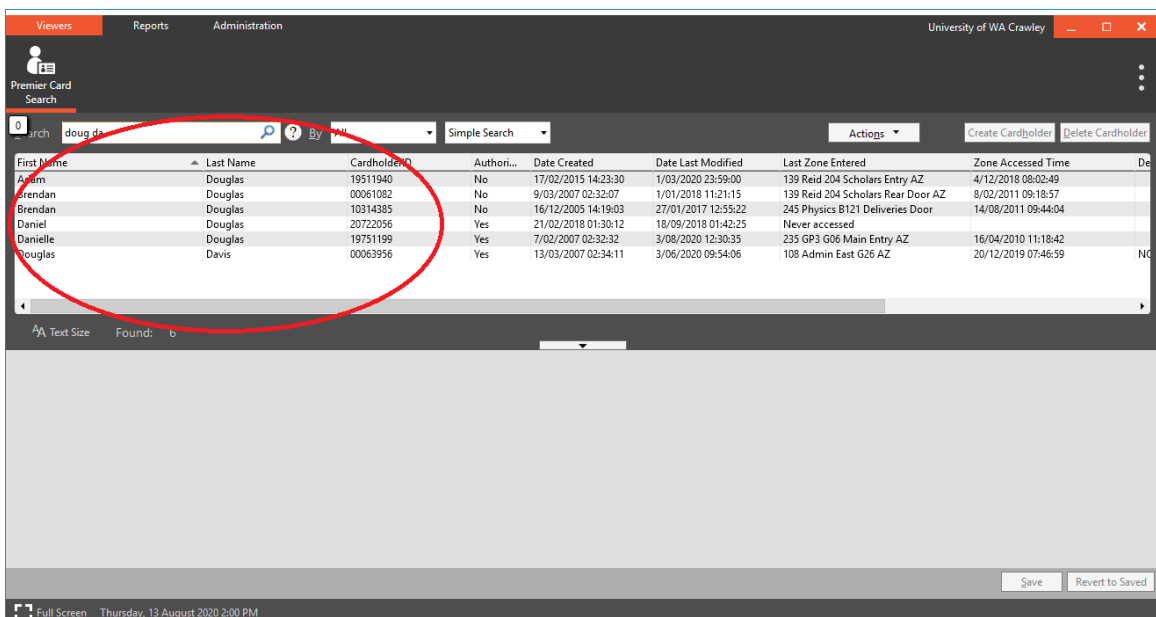
At the bottom right, there are 'OK' and 'Cancel' buttons.

## Search for Cardholder

- Change Search By from Name to All

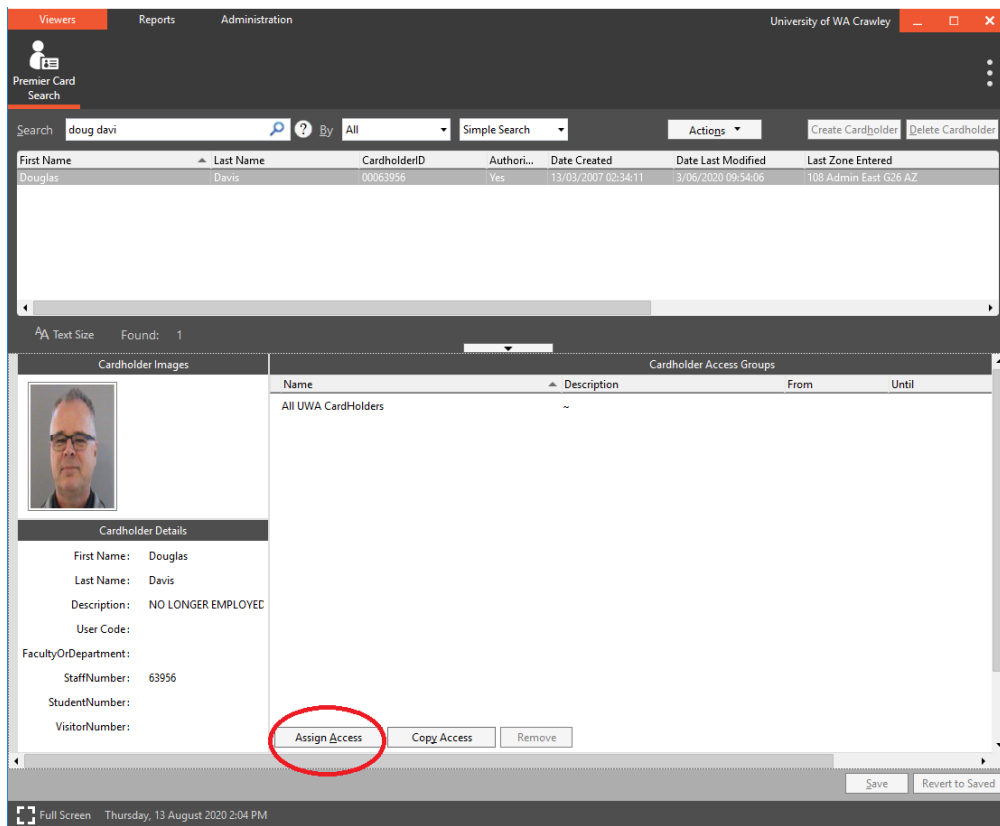


- To search for Cardholder you can use cardholders name or any part of the name, or staff number, or student number, or visitor number (no letters for visitor number)
- Click on Name of the person you are searching for.

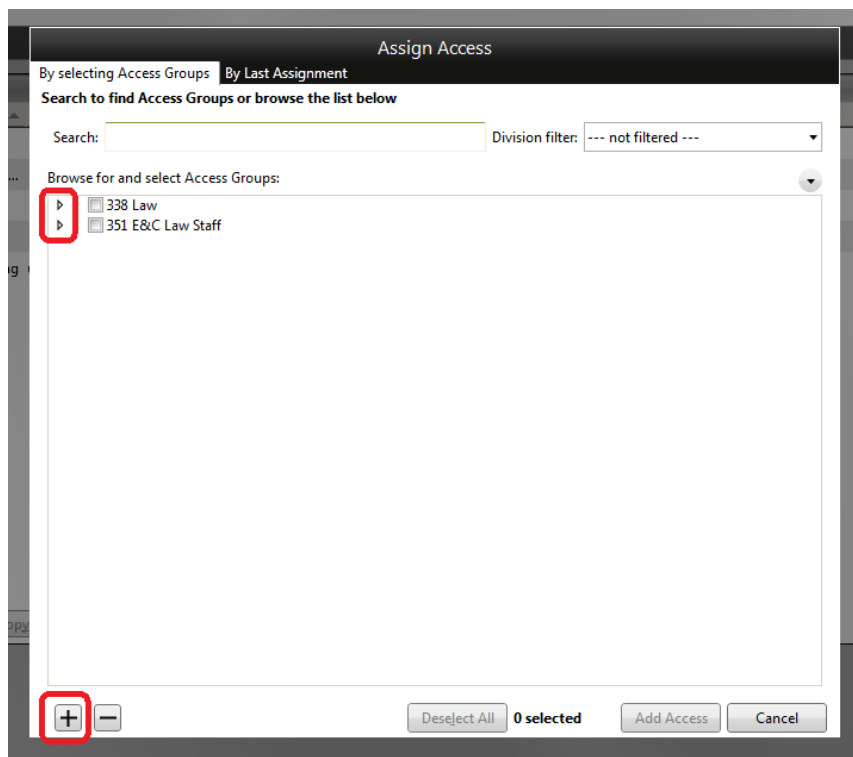


# Add Access

- To add access click on Assign Access

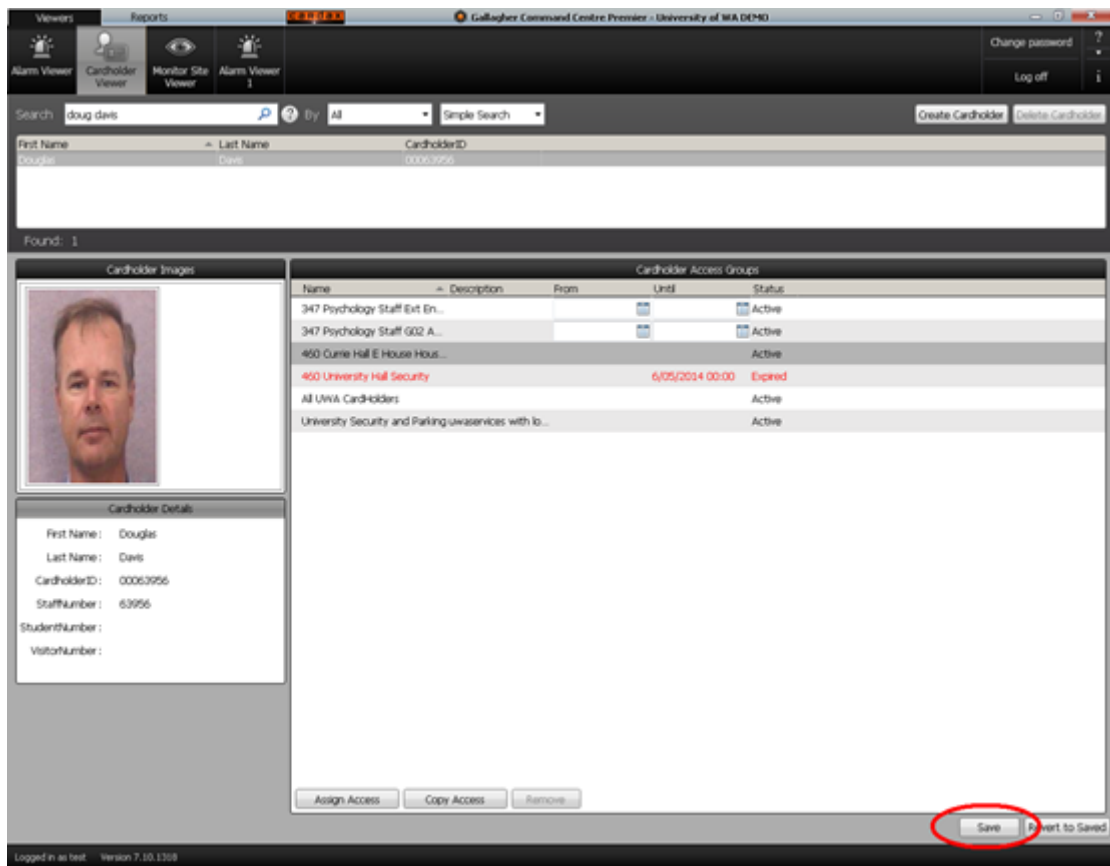


- If you have a small arrow next to your access groups you will need to expand your access groups by clicking on the + icon.





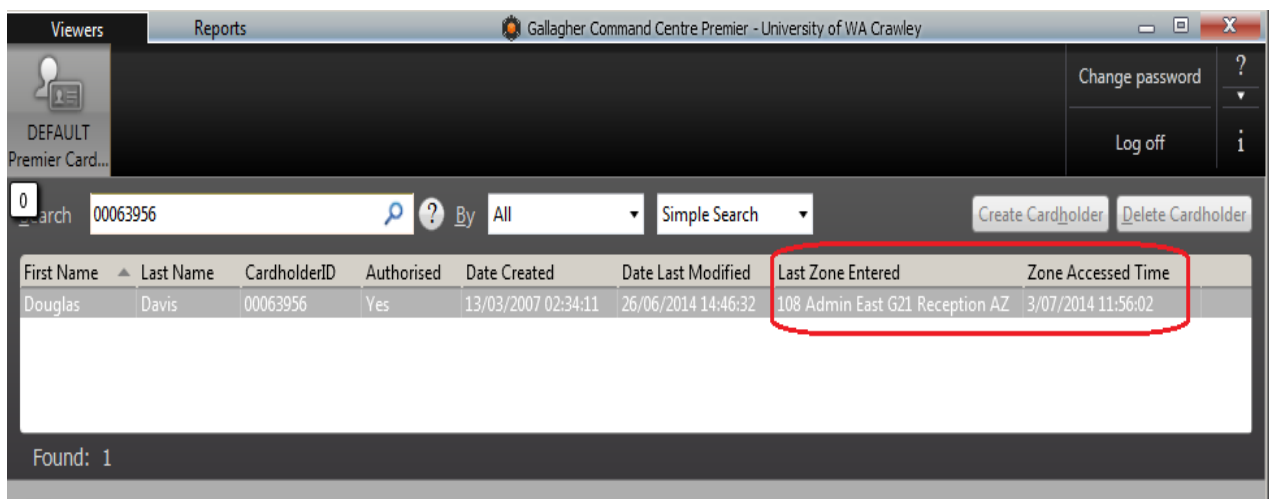
- Add start date and expiry if required and click on Save



## Viewing the last zone/door that a cardholder accessed.

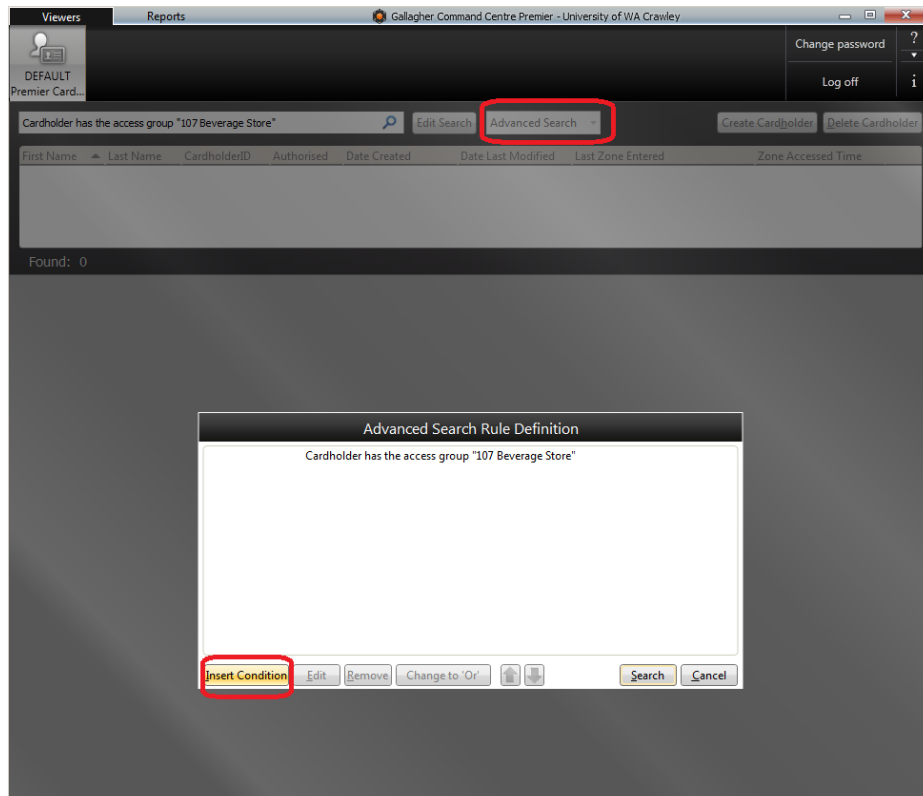
This will assist when someone says they cannot access a room by requesting that they badge their card on the reader at the door they cannot gain access through.

You can then check that that door is included in the access groups that they have been added to.

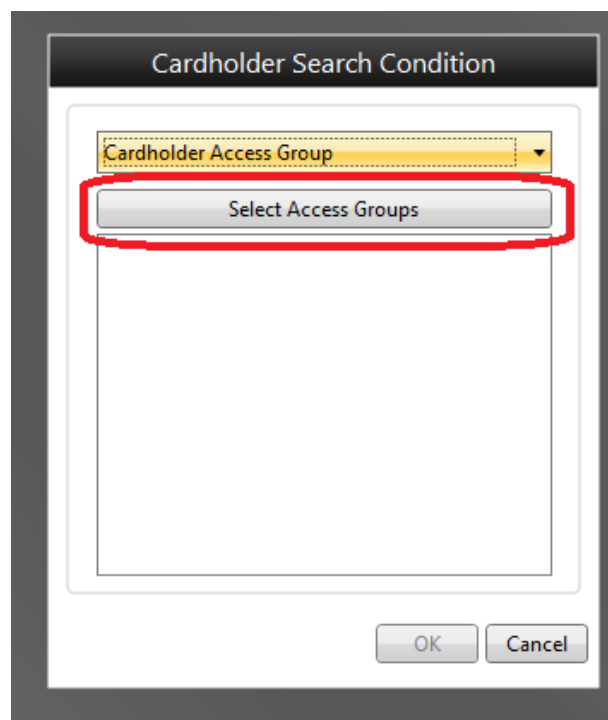


## To find members of an Access Group

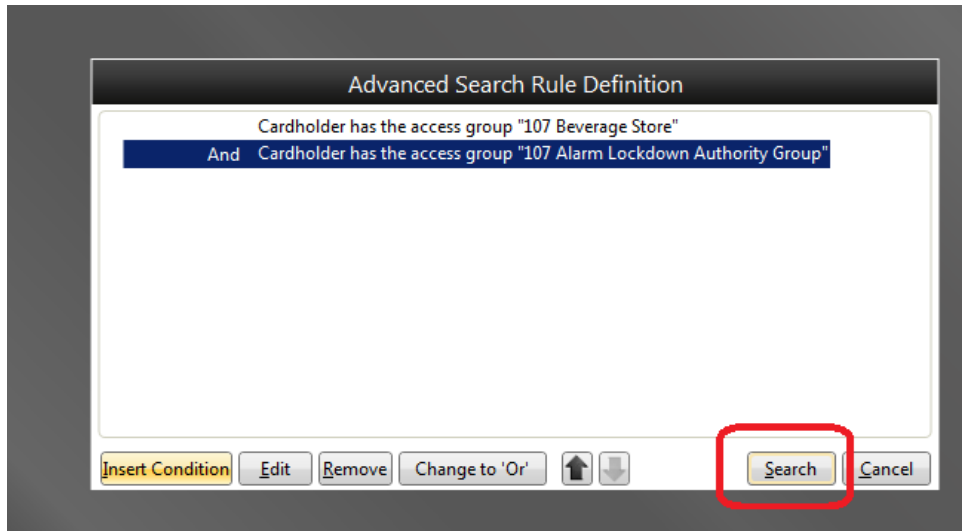
- Change simple search to advanced search and click on insert condition



- Select Access Group



- Add Selection
- OK
- Search





## Administration Tab

- Click on
  - Administration Tab
  - Access Groups
  - + if all Access Groups are not expanded
  - Choose an Access Group

From here you can see what doors, schedules and cardholders belong to an Access Group and you can also delete and add cardholders to an access group.

The screenshot shows the 'Administration' tab in a security management system. The sidebar on the left lists several access groups, with '658 7 Fairway OSDS ORE Staff Access 24/7' selected and highlighted in red. The main area displays the details for this access group, including its name and description. The 'Access' tab is active, showing a table of access zones and their schedules. The 'Cardholders' tab is also visible and highlighted with a red box.

Access Zone	Schedule
658 7 Fairway East G115 Entry AZ	24/7 Inc Public Holidays Schedule
658 7 Fairway Gnd Flr Rear Atrium Autodoor AZ	24/7 Inc Public Holidays Schedule
658 7 Fairway N/W G01 FM Main Entry AZ	24/7 Inc Public Holidays Schedule
658 7 Fairway N/W G02 FM Meeting Room AZ	24/7 Inc Public Holidays Schedule
658 7 Fairway N/W G117 Entry AZ	24/7 Inc Public Holidays Schedule
658 7 Fairway N/W Gnd Flr Main Entry AZ	24/7 Inc Public Holidays Schedule
658 7 Fairway N/W Gnd Flr North East Stairwell AZ	24/7 Inc Public Holidays Schedule
658 7 Fairway N/W Gnd Flr North West Stairwell AZ	24/7 Inc Public Holidays Schedule
658 7 Fairway N/W Gnd West Internal Door AZ	24/7 Inc Public Holidays Schedule

**Please call Security Systems Admin for any assistance.**