

# € TRAINING

EMEA OnGuard User Administration and  
Operator





# EMEA OnGuard User Administration and Operator

## Introduction:

This training program is designed to equip security professionals in the EMEA region with the necessary skills for effective user administration and system operation within the OnGuard platform. Through this program, participants are proficient in operating OnGuard for seamless security management in the EMEA region.

## Program Objectives:

At the end of this program, participants will be able to:

- Identify different hardware components of a basic electronic security system and select suitable components for various different system topologies.
- Install and configure OnGuard Software including the AccessControl database.
- Program basic system/cardholder options to support the ID credentialing process.
- Configure hardware components for system installation.
- Program hardware components including card readers into OnGuard to support basic access control functionality.
- Configure and utilize Alarm Monitoring to view/control hardware and software components in the system.
- Troubleshoot basic hardware, installation, and software programming issues and identify causes and solutions to common problems.
- Describe best-practices in deploying and maintaining a basic access control system.

## Targeted Audience:

- Security administrators and operators in the EMEA region.
- Individuals responsible for user administration and permissions management within the OnGuard system.
- Personnel tasked with overseeing day-to-day operations and security monitoring using OnGuard in the EMEA region.

## Program Outlines:

### Unit 1:

### OnGuard System Fundamentals



- OnGuard Overview.
- OnGuard Navigation.
- User Accounts and Permissions including Single Sign-On.
- General System Options.

## Unit 2:

### Hardware Setup and Configuration:

- Holidays and Timezones.
- Hardware Basics.
- Access Panels.
- Alarm Panels.
- Reader Configurations.

## Unit 3:

### Access Control and Cardholder Management:

- Monitor Zones.
- Access Levels / Access Group.
- Cardholder Options.
- Badge Designer.

## Unit 4:

### Advanced System Configurations:

- Badge Types.
- Cardholder Management.
- Basic Alarm Configurations.
- Timezone Reader Modes.
- Action Types/Groups.

## Unit 5:

### System Maintenance and Monitoring:

- Scheduler Local IO.
- Global IO.
- Alarm Monitoring Features.
- Archiving and Restoring Reports.