

Course Outline

Security Center: Evacuation Assistant Plugin Training	
Code	SC-EVA-001
Level	Beginner
Duration	Less than 1 hour
Target audience	Technicians, Administrators, and IT Professionals
Prerequisites	SC-STC-001 Synergis Administrator Certification recommended
Objectives	<p><u>Upon successful completion of this course the participant will be able to:</u></p> <ul style="list-style-type: none"> • Download and install the plugin software • Create the Evacuation Assistant plugin role and configure the properties • Set up mustering areas for use during an evacuation • Configure the mustering areas to use for each area where an evacuation may be required • View and configure events coming from the evacuation, and set events to automatically trigger an evacuation on an area • Start and stop evacuations on areas • Generate reports on the evacuation status of cardholders and areas • Add evacuation area information to a Security Center dashboard • Monitor active evacuations using the Evacuation Assistant web portal • Modify cardholder states from the portal and add missing cardholders
Certification	This is a non-certification course.

Important notice: The included course material is intended for use with the Genetec Evacuation Assistant plugin, and is not related to the Security Center Mustering Task feature. For more information on the Mustering Task, please see the Mustering Task Guide in the TechDoc Hub.

Topic	Description
Module 1: <i>Installing the Evacuation Assistant Plugin</i>	<ul style="list-style-type: none"> • What is the Evacuation Assistant • Requirements • Plugin download • Plugin installation
Module 2: <i>Setting Up the Evacuation Assistant Role</i>	<ul style="list-style-type: none"> • Adding the role • Setting the role parameters • Changing the portal timeout value • Managing user privileges
Module 3: <i>Configuring Mustering Areas Using the Evacuation Assistant</i>	<ul style="list-style-type: none"> • Setting up the mustering areas • Configuring areas to be evacuated • Evacuation system events • Automatic evacuation and macro use
Module 4: <i>Starting and Stopping an Evacuation with the Evacuation Assistant</i>	<ul style="list-style-type: none"> • Starting an evacuation • Stopping an active evacuation • Generating evacuation reports • Adding evacuation details to a dashboard
Module 5: <i>Monitoring an Evacuation Using the Evacuation Assistant Portal</i>	<ul style="list-style-type: none"> • Logging on to the web portal • Home page overview • Evacuation page information • Cardholder details • Managing cardholders during an evacuation