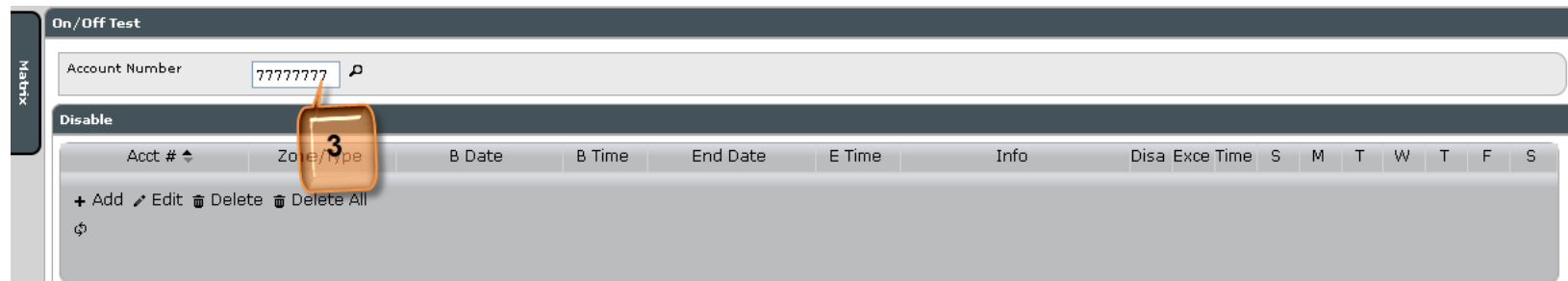


How to Place an Account on Test

1. Log onto Matrix <https://matrix.northern911.com/matrix> using your user name and password previously provided.
2. Select the **Disable Account** button in the header of your screen.



3. You can either enter the account number here or select the magnify glass symbol to search for a client's account by other criteria.



Note that when searching, the client name and the company name are the same.

As an example, I entered “TEST” and pressed enter.

Account Number	Company Name	St. No	Dir	Street Name	Branch	Dealer	Panel Type	By Name	City	Zipcode	Active
1119001	TEST -MACLEOD ANNEX	310		LAVAL ST. (ANNEX)	NOR	TRSS		MACLEOD ANNEX	SUDBURY		Y
77777777	TEST ACCOUNT	123		MAIN ST	DIC	ANYD		TEST ACCOUNT	SUDBURY	P3N 3F6	Y

4. Double click on the desired account to open the details.

5. Enter the account number here.

On/Off Test

Account Number

Disable

Acct # Zone/Type B Dat

+ Add Edit Delete

6. Click **Add**, this will populate the **Disable Setup** window.

NOTE: The default places the entire account on Disable for one hour. You can modify the timeline as you wish.

7. To disable a single zone, select the magnifying glass as highlighted below.

Disable Setup [X]

Zone Type

Zone [Magnifying Glass]

Begin Date

End Date

Information

Disable Runway (D/R)

Clear Pending

Except this Zone/Type

Time Inclusive **Yes**

Valid Sunday

Valid Monday

Valid Tuesday

Valid Wednesday

Valid Thursday

Valid Friday

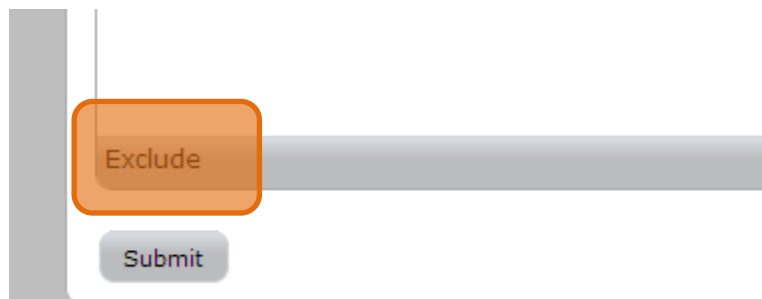
Valid Saturday

Add

8. This populates a window of all zones on the account as well as all back up zones on account.

<input type="checkbox"/>	Alarm Signal	Event Type	Code Description	Zone Description	Call List	Alarm	Sig Req	Priority	Reset
<input type="checkbox"/>									
<input type="checkbox"/>	001	003	BURGLARY	FRONT DOOR	DEFLT	N	O		
<input type="checkbox"/>	002	003	BURGLARY	BACK DOOR	DEFLT	N	O		
<input type="checkbox"/>	003	003	BURGLARY	PATIO DOOR	DEFLT	N	O		
<input type="checkbox"/>	004	001	FIRE ALARM	SMOKE DETECTOR	DEFLT	N	O		
<input type="checkbox"/>	005	002	PANIC	KEYFOB PANIC	DEFLT	N	O		
<input type="checkbox"/>	006	004	MEDICAL	MEDICAL PENDANT	DEFLT	N	O		

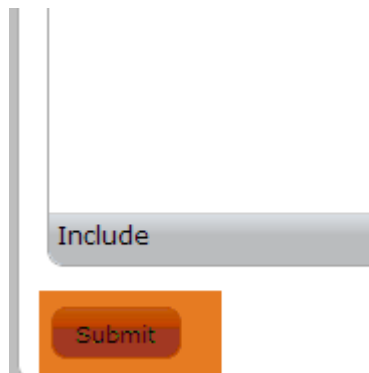
9. To exclude the backup zones, click the **Exclude** button in the bottom left corner. This will change to read include afterwards.



10. Now you have a list of just the zones for this account. Select the zones you want.

Select Zone									
<input type="checkbox"/>	Alarm Signal	Event Type	Code Description	Zone Description	Call List	Alarm	Sig Req	Priority	Reset
<input type="checkbox"/>	001	003	BURGLARY	FRONT DOOR	DEFLT	N	O		
<input type="checkbox"/>	002	003	BURGLARY	BACK DOOR	DEFLT	N	O		
<input checked="" type="checkbox"/>	003	003	BURGLARY	PATIO DOOR	DEFLT	N	O		
<input type="checkbox"/>	004	001	FIRE ALARM	SMOKE DETECTOR	DEFLT	N	O		
<input type="checkbox"/>	005	002	PANIC	KEYFOB PANIC	DEFLT	N	O		
<input type="checkbox"/>	006	004	MEDICAL	MEDICAL PENDANT	DEFLT	N	O		

12 Then click on **submit** in the bottom left corner which will automatically close the zone window.



11. The system brings you back to the **Disable Setup** screen and inserts the zone into the appropriate (**Zone**) field.
12. Click the **Add** button.

The screenshot shows a window titled "Disable Setup" with a close button in the top right corner. Below the title bar, there are two radio buttons: "Zone" (selected) and "Type".

The "Zone" field contains the value "003" and has a magnifying glass icon to its right. Below it are two rows of date and time fields:

Begin Date	11/07/2012	1148
End Date	11/07/2012	1248

Below these is an "Information" field, which is currently empty. Underneath is a "Disable Runaway (D/R)" dropdown menu set to "D".


There are several checkboxes and a "Yes" label:

- Clear Pending:
- Except this Zone/Type:
- Time Inclusive: **Yes**
- Valid Sunday:
- Valid Monday:
- Valid Tuesday:
- Valid Wednesday:
- Valid Thursday:
- Valid Friday:
- Valid Saturday:

At the bottom left of the form is an orange "Add" button. A scrollbar is visible at the bottom of the window.




13. Once you click **Add**, this brings you back to the main **Disable** screen and shows the zone you have disabled with the beginning date/time and the end date/time.

On/Off Test

Account Number 

Disable

Acct #	Zone/Type	B Date	B Time	End Date	E Time	Info
77777777	003	11/07/2012	1148	11/07/2012	1248	

 + Add  Edit  Delete Page 1 of 1