## How to get a list of customers

1. Log into matrix as you normally would.

Subscriber Information							~	
		Additional Information	Signal Handling	Test Timer	Identifiers	) ^		I
Search		Accounting					Ę.	
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- 2. Click on the **Reports** tab on the right hand side of the screen.
- 3. Once on the Reports page, double click the **Account Listing Report** as highlighted below to open the next window following.

ĺ	Available Reports
	Screen description
	Account Listing Report
	AM Notify History Report
	Subscriber List for a Dealer
M <sub>2</sub>	One Line Dispatch Report
triv	All Activity Report
	Unidentified Subscriber Report
	Audit History Report
	CIS Change Verification Report
	CIS Report
	Contact List
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4. Once you choose this report you will have to enter your dealer code (4 letter code) if you are not sure what your dealer code is you can click the magnifying glass. Once you've entered the dealer code you can either click **submit** to view/print the report or you can click **Add E-mails** to email the list.

Select Dealer		× م	
Output as Grid?	2		
ubmit			

This is an example of the list that will populate once you select the magnify glass as a search tool.

	Dealer 🜩
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dealers will	1996.0
appear here	100.001
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	1991.000
	1991221
	10000
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5. If you choose to e-mail the report, you will get a box to add the e-mail address. You can choose an e-mail address listed from the provided contacts or type it in manually in the **Misic E-mail** field and then click **Send**.

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