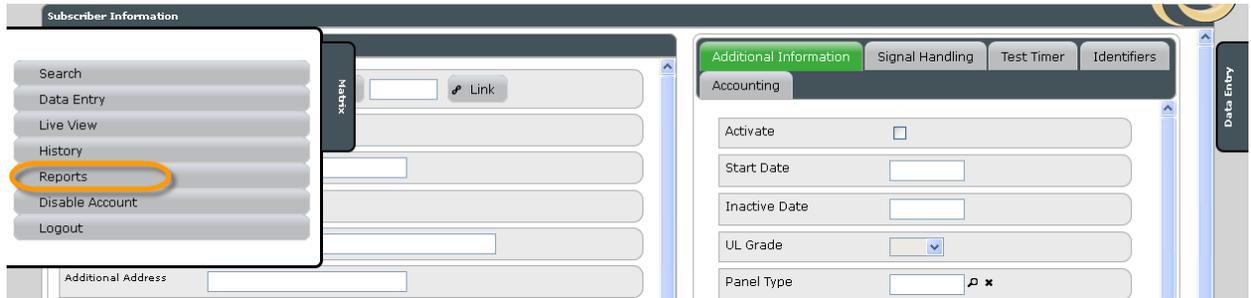
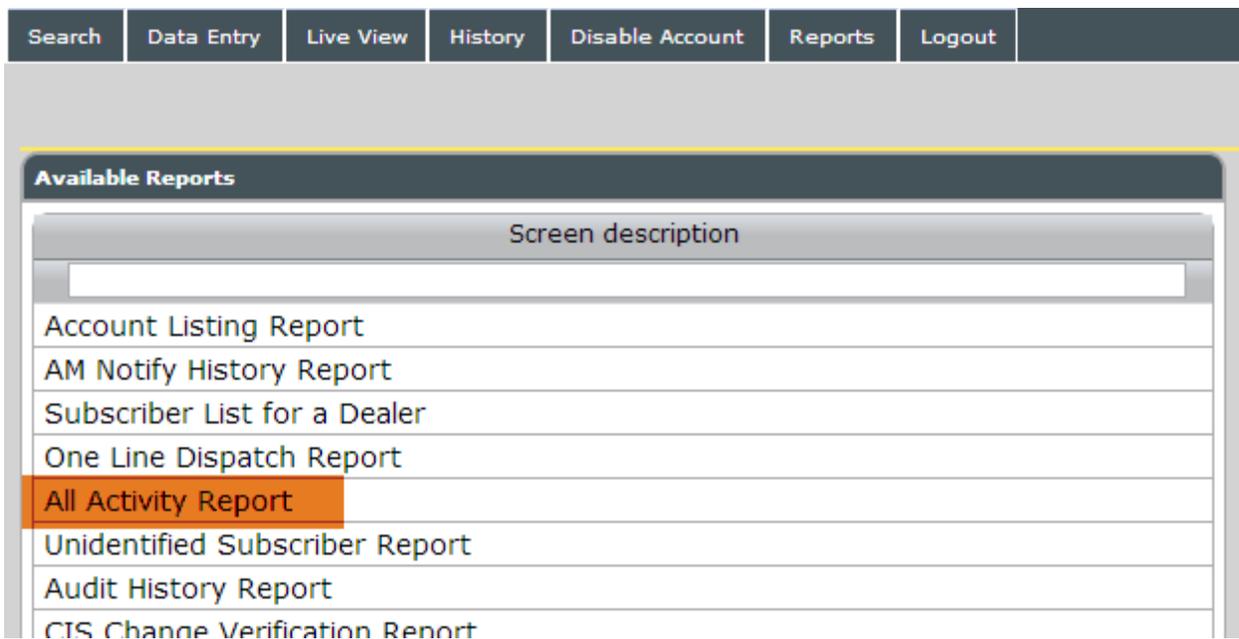


How to print/e-mail an All Activity report or Open/Close report from Matrix

1. Log into Matrix as you normally would.
2. From the main screen click **Reports**



3. Click **All Activity Report** from the menu on the left hand side of the screen.



4. The **All Activity Report** option screen will populate. Under the **All Activity Main** tab, you will enter the account number in the **From Account & To Account** fields. You will also enter the **Starting Date/Time** and **Ending Date/ Time** for the report you want to run. If you want details as opposed to a summary you will select the **Print Details** box.

From account:	--First--
To account:	--Last---
From Dealer	First- ⌵ ✕
To Dealer	-Last- ⌵ ✕
From Subscriber Name:	-----First-----
To Subscriber Name:	-----Last-----
Starting Date:	11/07/2012
Starting Time:	0000
Ending Date:	11/07/2012
Ending Time:	2359
Print in Alphabetical Order:	<input type="checkbox"/>
Since Last Printed:	<input type="checkbox"/>
Print With Page Breaks:	<input type="checkbox"/>
Print Signals Received:	<input type="checkbox"/>
Compress Signals:	<input type="checkbox"/>
Print AM Notified Signals Only:	<input type="checkbox"/>
Print Comma Delimited:	<input type="checkbox"/>
Print Details:	<input type="checkbox"/>

5. In the **Advanced Options** tab, you can set parameters on what you want to include or Exclude in the report. If you want all activity there is no need to fill out anything on this screen.

If you want an open or closed report you would select **OPEN, CLOSE** from the drop down menu in the **Include/Exclude by Alarm Types** box.

EXAMPLE: If you wanted a report on everything but burglary alarms you would enter BURGLARY in the **Enter Alarm Types Separated by Commas** box and choose Exclude from the drop down box.

The screenshot shows a web form titled "Include/Exclude by Alarm Type". It features an orange header box with the text "Include or Exclude by Alarm Types" and a dropdown menu showing "Include" as the selected option. Below this is a text input field with the label "Enter Alarm Types separated by commas".

- Once you have entered all the information needed, you may have to scroll down and click **Submit** to print, or **Add E-mail** if you would like to e-mail the report.

A screenshot of a web form. At the top, there are several empty text input fields. Below these fields, there are two buttons: 'Add E-mails' and 'Submit', both in a light gray rounded rectangular style.

- If you choose to **Add E-mail** you will receive a populated window as shown below where you can add the e-mail address you want to send the report to. Once you have added all the email addresses, click **Send**.

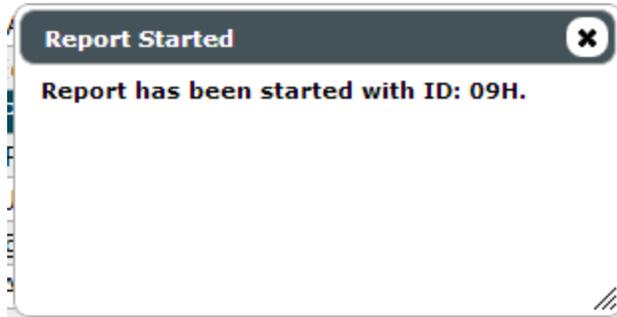
A screenshot of a 'Choose E-mails' dialog box. The dialog has a title bar with a close button (X). Below the title bar is a table with the following columns: Name, Email, Dealer, and Send?. The table contains several rows of data, including names like 'TURNER, GARY', 'MADWELL, WENDY', and 'WATTS, GARY'. Each row has a checkbox in the 'Send?' column. Below the table, there is a 'Misc. E-mail:' label followed by a text input field and a 'Send' button. At the bottom right of the dialog, it says 'Showing 1 - 77 of 77'.

Name	Email	Dealer	Send?
TURNER, GARY	TURNER.GARY@STANTIS.COM	STANTIS	<input type="checkbox"/>
MADWELL, WENDY	MADWELL.WENDY@STANTIS.COM	STANTIS	<input type="checkbox"/>
WATTS, GARY	WATTS.GARY@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>
E-MAIL	STANTIS@STANTIS.COM	STANTIS	<input type="checkbox"/>

Misc. E-mail:

Showing 1 - 77 of 77

8. Once you click submit, you will receive a confirmation window that the **Report Started**. You can click the **X** in the top right hand corner to close this window.



9. You will now double click on the All Activity report that you created once completed, it will have the current date and time when complete.

Report History		
Report Title	Run Date	Finish Date
All Activity Report		
CIS Report	11/06/2012 19:05:17	11/06/2012 19:12:07
Account Listing Report	11/06/2012 18:15:33	11/06/2012 18:15:33

⌘ << Prev - Next >> 10 Showing 1 - 3

10. The report will come up, and you will click the **Print** button in the bottom left hand corner.

Report Result ✕

Content

11/07/12 All Activity Report Page: 1

ANY DEALER
230 ALDER ST
SUDBURY,

TEST ACCOUNT
123 MAIN ST
SUDBURY, ON P3N 3F6 CAN

TEST ACCOUNT Account: 77777777
123 MAIN ST Dealer: ANYD
SUDBURY , ON P3N 3F6 CAN From: 11/01/12 To: 11/01/12

Site phone: (705) 123-1234

Date	Time	Signal	Information	Account: 77777777
11/01/12	THU			
	10:35:27	BURGLARY FRONT DOOR	> THIS ALARM WAS HANDLED AS A MULTIPLE/DUPLICATE	OPR
	10:35:36	FIRE ALARM SMOKE DETECTOR	> MULTIPLES/DUPLICATES RCVD 1/0	732
	10:35:53	CALL TAKER RECV'D		732
	10:36:11	CALLED TEST ACCOUNT	DIALED (705) 123-1234	732
		BUSY		
		CALL COMPLETED 10:36:16		
	10:36:25	CALLED SUDBURY FIRE DEPT.	DIALED XXX XXX 3341	732
		CONTACTED		
		GAVE BADGE NUMBER - 1234		
		AUTHORITIES CONTACTED		
			

11. You will then receive the printer window, select the appropriate printer and click **OK**. Once printed you can click on the **X** in the top right hand corner of the Report Result box.

