## How to Get a List of Customers

- 1. Log into Matrix at <a href="https://matrix.northern911.com">https://matrix.northern911.com</a> using the Matrix username, authentication pin and Matrix password previously provided by the monitoring station Alarm Coordinator.
- 2. Select the **Report Manager** button from the Matrix menu on the left-hand side of the screen.



3. From this screen select Account Listing.



4. A box will come up where the user can choose to print a full list, or only print a list of Active accounts. Once all the options have been chosen, click the **Submit** button, this will then bring up a box asking to Submit the report for processing, click **OK**.



5. Now click on the **My Reports** tab, this will list the reports that were generated. If the **Run Date** and **End Date** are blank hit the **Reload** button and it will refresh the report.

Name 9	Run Date	Finish Date		Pages	PDF
count Listing Report	10/02/2019 08:54:20	10/02/2019 08:54:20			
Activity Report	10/01/2019 16:13:06	10/01/2019 16:13:06	1		
Report	10/01/2019 15:19:27	10/01/2019 15:19:27	1		
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6. Double click the report that should be viewed to open it, the report will come up as a PDF, usually in a new tab.

10/02/19	ACCOUNT LISTING	REPORT	Page: 1
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