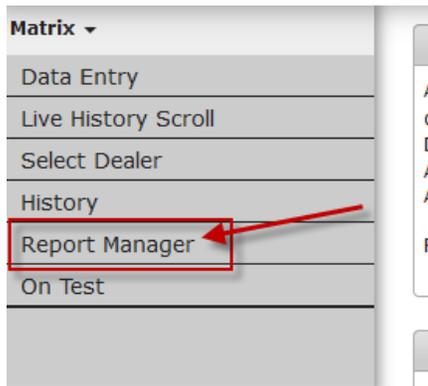


How to Run a CIS Report

1. Log into Matrix at <https://matrix.northern911.com> 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 **CIS Report**.



- A box will come up where the information for the CIS form will be entered. On the **CIS Main** tab, the user must ensure to enter same the account number in the **Beginning Account** and **Ending Account** fields. When entering the account number in **Beginning Account** and hitting Tab it should automatically populate the account number in the **Ending Account** field.

The screenshot shows the 'CIS Main' tab of a software interface. The 'Beginning Account' and 'Ending Account' fields are highlighted with red arrows, indicating that the account number entered in the 'Beginning Account' field is automatically populated in the 'Ending Account' field. Other fields include 'Beginning Dealer', 'Ending Dealer', 'Beginning Start Date', and 'Ending Start Date', all showing the value '10/01/2019'. There are also checkboxes for 'Print Condensed Version?', 'Restart Page Number on Account Change?', 'Print Active Accounts Only?', 'Is This Report Billable?', 'Print Report Option Summary Page?', and 'Print ALL Options'.

- On the **Zone Options** tab ensure that only **Print Zones** and **Print Zone Notes** are selected.

The screenshot shows the 'Zone Options' tab of the software interface. The 'Print Zones?' and 'Print Zone Notes?' checkboxes are checked, while all other checkboxes are unchecked. The other checkboxes include 'Print Dealer Zones?', 'Print Zone Test Span?', 'Print Zone Msgs Indented?', 'Print Zone Type Notes?', 'Print Custom Chart Codes?', 'Print Dealer Chart Codes?', 'Print Global Chart Codes?', 'Print Restore Information?', 'Print Signal Delay Info?', 'Print Partition Info?', 'Print Misc Zone Info?', 'Print System Handle Times?', 'Print Multi-trip Info?', 'Print Area Descriptions?', and 'Print Delay By Type Info?'. There are 'Add E-mails' and 'Submit' buttons at the bottom.

6. The **Contact Options** tab the user will ensure that **Print Contacts** and **Print Contacts w/ Blank Phone** numbers is checked off. If the user wants to include the passcodes on the CIS form, then the user will also ensure that **Print Passcodes** is clicked off.

The screenshot shows the 'Contact Options' tab selected. The 'Miscellaneous Options 2' section contains the following checkboxes:

- Print Contacts?
- Print Passcodes?
- Print Contacts W/ Blank Phone Numbers?
- Print Contact's Valid Window?
- Print If Not Modified From Default?
- Print Authority Notes?
- Print Authority Permit Information?
- Print Premise's Contact Name?
- Print Authority's Valid Window?
- Print Dealer Contacts?
- Print Contact Pin Numbers?
- Print Contact's E-Mail Address?
- Print Misc. Contact Info?
- Print Contact's Right?
- Print Personal Info?
- Print Contact Address Information?

Buttons at the bottom: Add E-mails, Submit

7. **Global Contact Options** and **Call List Options** should both be blank.

The top screenshot shows the 'Global Contact Options' tab selected. The 'Miscellaneous Options 2' section contains the following checkboxes:

- Print Global Contacts?
- Print Global Passcodes?
- Print Global Contacts with Blank Phone Number?
- Print Global Contact's Valid Window?
- Print Global Contact's E-mail Address?

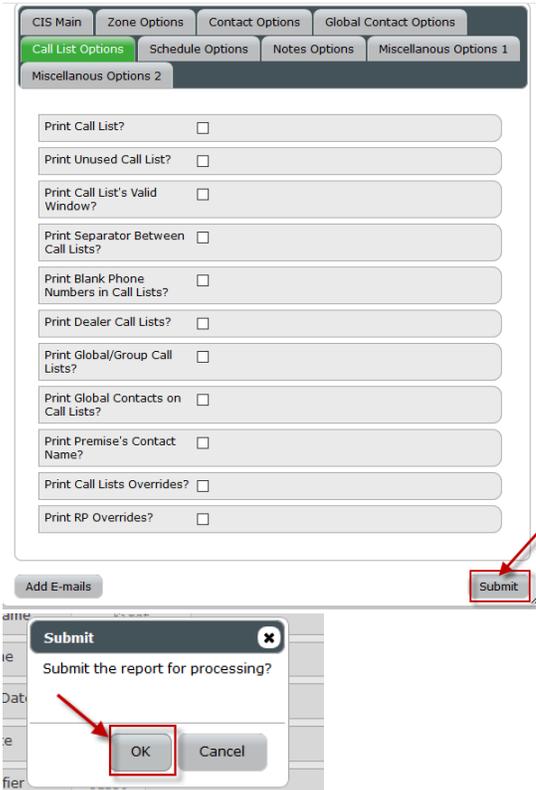
Buttons at the bottom: Add E-mails, Submit

The bottom screenshot shows the 'Call List Options' tab selected. The 'Miscellaneous Options 2' section contains the following checkboxes:

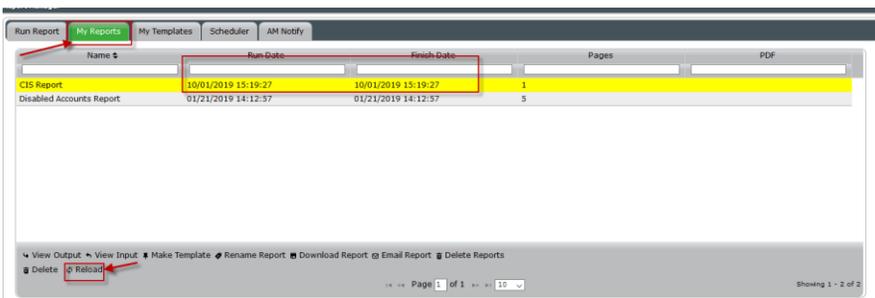
- Print Call List?
- Print Unused Call List?
- Print Call List's Valid Window?
- Print Separator Between Call Lists?
- Print Blank Phone Numbers in Call Lists?
- Print Dealer Call Lists?
- Print Global/Group Call Lists?
- Print Global Contacts on Call Lists?
- Print Premise's Contact Name?
- Print Call Lists Overrides?
- Print RP Overrides?

Buttons at the bottom: Add E-mails, Submit

8. The other tabs (**Schedule Options**, **Notes Options**, **Miscellaneous Options 1** and **Miscellaneous Options 2**) can all be left as is.
9. 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**.



10. 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.



- Double click the report that should be viewed to open it, the report will come up as a PDF, usually in a new tab.

```

10/01/19 15:19          Subscriber Information Report          Page: 1
                        Account Number: 77777777
Premises===== Mailing Address=====
TEST ACCOUNT
123 MAIN ST
SUDBURY ON P3N 3F6 CAN
Phone.....: (705) 123-1234
Sort By Name.....: TEST ACCOUNT
Panel Type.....: VISTA 4110
Start Date.....: 11/01/12
Last Modified Date.....: 10/01/19 12:07
Active (Y/N).....: Y
Time Zone.....: EST
Any Signal a Test.....: Y
Test Span.....: HOURLY 768HR SPAN (OPR HANDLED)
Zone Test.....: N
Commercial/Residential.....: R
Supervise Schedule.....: N
Dealer Name.....: NORTHERN 911
Dealer No.....: N911
-----
Contact Name      Defaults Passcodes and Emergency Contacts      Phone Number
-----
User      Passcode      Duress      Code
-----
SUDBURY FIRE DEPT.      (705) 675-3341
SUDBURY POLICE DEPT.      (705) 674-7511
SUDBURY AMBULANCE      (705) 673-1117
                        (705) 123-1234
JOHN SMITH      1234      (705) 669-4458
JANE DOE      5548      (705) 889-7754
-----
Signal Code  Event Type      Signal Descriptions      Call List  Req
-----
001 BURGLARY      PATIO DOOR      BURG  OPR
002 BURGLARY      BACK DOOR      BURG  OPR
003 BURGLARY      FRONT DOOR      BURG  OPR
004 FIRE ALARM      SMOKE DETECTOR      FIRE  OPR
005 PANIC      KEYFOB PANIC      PANIC  OPR
006 MEDICAL      MEDICAL PENDANT      MEDIC  OPR
007 BURGLARY      HOT TUB MOTION      BURG  OPR
>SECOND PATIO DOOR
                        Permanent Notes
-----
please put this account on hold when a signal is received
-----

```