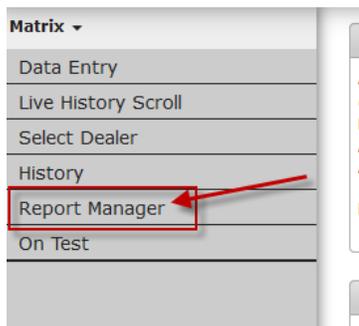


How to Run an All Activity or Open/Close Report

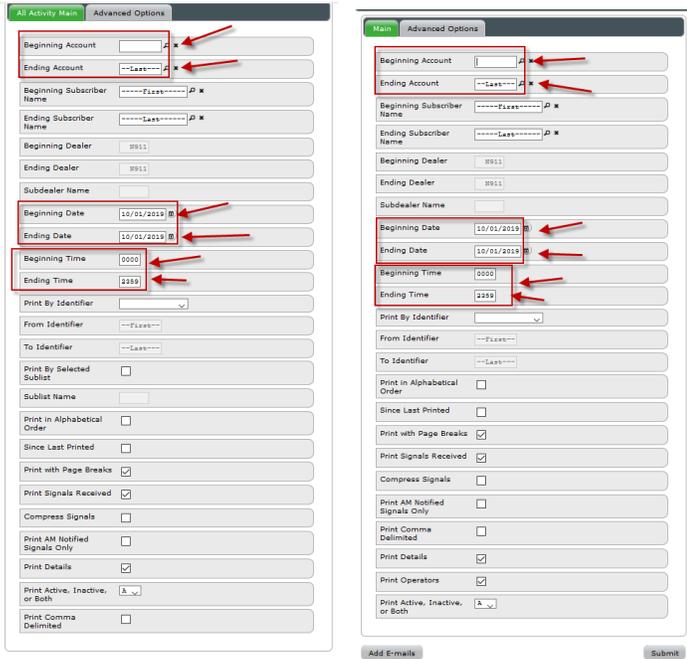
1. Log into Matrix at <https://matrix.northern911.com> using the user name and password previously provided by the monitoring station alarm coordinator.
2. Select the **Report Manager** button from the Matrix menu on the left-hand side of the screen.



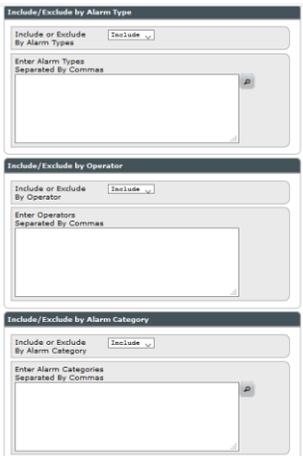
3. From this screen select **All Activity** or **Open/Close Report**.



- A box will come up where the information for report will be entered.
 For the All Activity Report, information will be added on the **All Activity Main** tab, and the Open/Close report on the **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 user must also enter the time frame for the report in the **Beginning Date** and **Ending Date** fields, the user can also narrow down the time in the **Beginning Time** and **Ending Time** fields.



- The user can choose to include/exclude certain zones/types/users on the **Advanced Options Tab**.



- 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**.

The image shows two parts of a software interface. The top part is a form titled 'Advanced Options' with various input fields and checkboxes. The bottom part is a 'Submit' dialog box with 'OK' and 'Cancel' buttons.

Advanced Options Form Fields:

- Beginning Account: []
- Ending Account: []
- Beginning Subscriber Name: []
- Ending Subscriber Name: []
- Beginning Dealer: [8911]
- Ending Dealer: [8911]
- Subdealer Name: []
- Beginning Date: [10/01/2019]
- Ending Date: [10/01/2019]
- Beginning Time: [0000]
- Ending Time: [2359]
- Print By Identifier: []
- From Identifier: []
- To Identifier: []
- Print in Alphabetical Order:
- Since Last Printed:
- Print with Page Breaks:
- Print Signals Received:
- Compress Signals:
- Print AM Notified Signals Only:
- Print Comma Delimited:
- Print Details:
- Print Operators:
- Print Active, Inactive, or Both: [A]

Submit Dialog Box:

Submit the report for processing?

Buttons: OK, Cancel

- 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.

The image shows a screenshot of the 'My Reports' tab in a software application. It displays a table with columns for Name, Run Date, Finish Date, Pages, and PDF. A 'Reload' button is visible at the bottom left of the table area.

Name	Run Date	Finish Date	Pages	PDF
All Reports Report	10/01/2019 14:13:04	10/01/2019 14:13:04	3	
CR Report	10/01/2019 14:13:07	10/01/2019 14:13:07	1	
Disabled Accounts Report	01/21/2019 14:13:07	01/21/2019 14:13:07	3	

Buttons: View Output, View, Make Template, Run Report, Download Report, Email Report, Delete Reports, Reload

- 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      A l l  A c t i v i t y  R e p o r t      Page: 1
              N O R T H E R N  9 1 1

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

TEST ACCOUNT      Account: 77777777
123 MAIN ST      Dealer: N911
SUDBURY , ON P3N 3F6 CAN      From: 10/01/19 To: 10/01/19

              Site phone: (705) 123-1234

-----
Date      Time      Signal      Information      Account: 77777777
-----
10/01/19  TUE
12:07:39  AUDIT DETAILS FOR Subscriber Information
          TEST SPAN CHANGED FROM N TO H
          CONTACT LIST BY AREA CHANGED FROM TO N
          AUDIT DETAILS FOR Hourly Test
13:56:08  ON TEST
          TESTING STARTS 10/01/19 13:56
          TESTING ENDS 10/01/19 21:56
          VALID ALL DAYS OF THE WEEK
13:56:42  SIGNAL RECEIVED: ( ) 0 01
          BURGLARY PATIO DOOR
13:56:56  SIGNAL RECEIVED: ( ) 0 06
          MEDICAL MEDICAL PENDANT
14:04:30  OFF TEST
          TESTING STARTS 10/01/19 13:56
          TESTING ENDS 10/01/19 21:56
          VALID ALL DAYS OF THE WEEK
14:04:36  SIGNAL RECEIVED: ( ) 0 03
          BURGLARY FRONT DOOR
14:04:49  CALL TAKER RECV'D
14:09:45  CALLED TEST ACCOUNT      DIALED (705) 123-1234
          ANSWERING MACHINE-LEFT MESSAGE
          CALL COMPLETED 14:09:56
14:10:13  CALLED TEST ACCOUNT      DIALED (705) 123-1234
          CALL COMPLETED 14:10:21
14:10:18  JOHN SMITH - PASSCODE VERIFIED
14:10:42  ADDED MESSAGES
          called premise/john/valid code/advised
14:10:42  ALARM RESOLUTION
          FALSE ALARM/SUBSCRIBER

```