# 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.
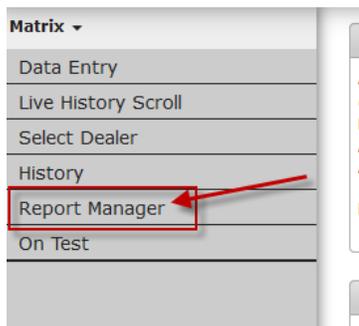


3. From this screen select **All Activity** or **Open/Close Report**.

4. 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.
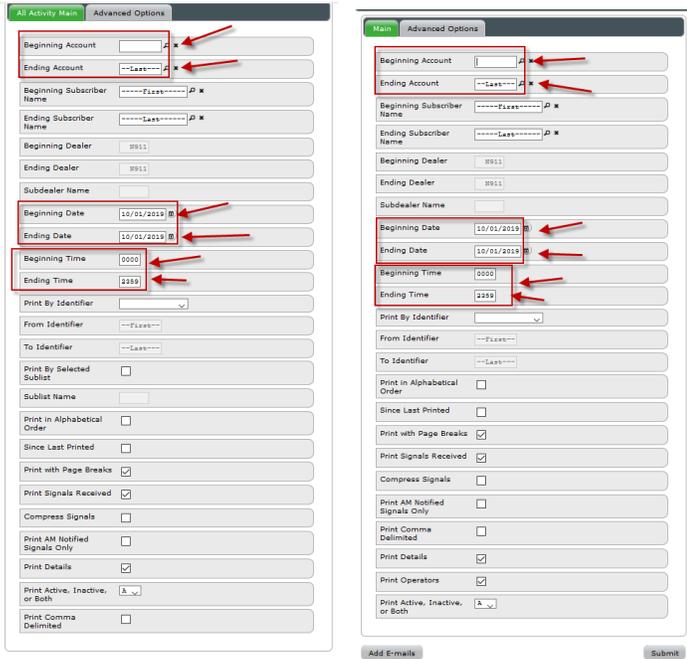


5. The user can choose to include/exclude certain zones/types/users on the **Advanced Options Tab**.
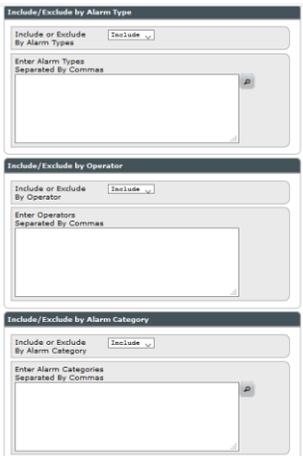
6. Once all the options have been chosen, click the **Submit** button, this will then bring up a box asking to Submit the report for processing, click **OK.**



7. 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.

8. 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
                        NORTHERN 911




                                   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
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  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
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