How to Put an Account on Test

- 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 **On Test** button from the Matrix menu on the left hand side of the screen.



3. If the account number is known it can be entered in the account number field and then press enter to select the account entered.

1	On/Off Test
R	Account Number
trix	on/off Test
	Acct 2 Zone/Type B Date B Time End Date E Time Info Disab Excer, Time S M T W T F S

4. Or the account can be searched for using the magnifying glass. The screenshot below shows the results when "test" was entered for the account name in the search option. Once the account required is found double click to select it.

	0n/Off Test		_										
Ä	On/Off Test Account Number Account Number Search Account Number Search												
trix	On/Off Test												
	Acct #	Zone/1	Гуре	B Date	B Time	End Date	E Time	Info	Disab Excep Ti	me S M	т	W T F	S
Acco	unt Number Sea	rch											8
Comp	rehensive Search	(slower) 🔲 📝 H	ide Inacti	ve Accounts									
Ac	count Number 🗣	Company Name	St. No	Street Name	Addtl Address	Dealer	City	Identifier 1	Identifier 2	Identifier 3	Active	Key Number	
		test											
1045	151	TEST ACCOUNT		EQUIPMENT RACK		N911		TEST			Y		
4069	909	TEST ACCOUNT		SIA		N911		TEST			Y		
7777	7777	TEST ACCOUNT	123	MAIN ST		N911	SUDBURY	TEST			Y		

5. Click the **+Add** button, this will populate the **Disable Setup** box.

On/Off Tes	st												
Account N	umber 777	م 177777											
On/Off Te	st: TEST ACCOUNT ((77777777) - 123 MAIN SI	r Sudbury, on										
	Acct # 🗢	Zone/Type	B Date	B Time	End Date	E Time	Info	Disab Excep Time	S M	т	w	T F	S
+ Add	🖌 Edit 🍵 Delete 🝵	Delete All											
φ													

 In the Disable Setup box the zone number can be entered manually in the Zone field, or if it's a zone listed on the zone list it can be searched for using the magnifying glass.
 NOTE: the default is set to put ALL on test for 1 hour.

On/Off Test Setup	×)
Account Time Zone: EST	
Zone Type Zone	
Zone ALL D	
Begin Date 05/23/2019 1351	
End Date 05/23/2019 1451	
Information	
Disable Runaway (D/R)	
Clear Pending	
Except this Zone/Type	
Time Inclusive Yes	
Valid Sunday	
Valid Monday	
Valid Tuesday	
Valid Wednesday	
Valid Thursday	
Valid Friday	
Valid Saturday	
Add	
	1

If the magnifying glass was clicked the zone box will populate listing the zones on file.

Select Zone										×
Alarm Signal	Event Type	Code Description		Zone Description	Call List	Alarm Category	Sig Req	Priority	Reset	
001	003	BURGLARY	PATIO DOOR		BURG	N	0			
002	003	BURGLARY	BACK DOOR		BURG	N	0			
003	003	BURGLARY	FRONT DOOR		BURG	N	0			
004	001	FIRE ALARM	SMOKE DETECTOR		FIRE	N	0			
005	002	PANIC	KEYFOB PANIC		PANIC	N	0			
006	004	MEDICAL	MEDICAL PENDANT		MEDIC	N	0			
007	003	BURGLARY	HOT TUB MOTION		BURG	N	0			
Include										
@ Reload										
				IN SE Page 1 of 1 PR PL 50 Y					s	nowing 1 - 7
									-	

Submit

Click the box beside the zone number to put on disregard, then click **Submit**.

Sele	ct Zone										6
	Alarm Signal	Event Type	Code Description	Zone Description		Call List	Alarm Category	Sig Req	Priority	Reset	
					- 11					1	
	001	003	BURGLARY	PATIO DOOR	E	BURG	N	0			
	002	003	BURGLARY	BACK DOOR	E	BURG	N	0			
	603	003	BURGLARY	FRONT DOOR	E	BURG	N	0			
	004	001	FIRE ALARM	SMOKE DETECTOR	F	FIRE	N	0			
	005	002	PANIC	KEYFOB PANIC	F	PANIC	N	0			
E	006	004	MEDICAL	MEDICAL PENDANT		MEDIC	N	0			
	007	003	BURGLARY	HOT TUB MOTION	E	BURG	N	0			
01	Include										
¢	Reload			He He Page 1 of 1 HH HI 50	٠					Shov	ving 1 - 7
Su	bmit										

There is also an option to disregard by Type of signal. Click on the **Type** button and choose from the list provided.

On/Off Test Setup		×
Account Time Zone: E	ST	^
Zone 🔿 Type 🔍		_
LATE TO CLOSE		^
LATE TO OPEN		
LATE TO RESET		
LATE TO TEST		
WELFARE CHECK TO	PREMISE 🗌	~
Begin Date	10/01/2019 1045	
End Date	10/01/2019 1145	
Information		
Disable Runaway (D)	(R) D 🗸	
Clear Pending		
Except this Zone/Typ	e 🗆	
Time Inclusive	Yes	
Valid Sunday		
Valid Monday		
Valid Tuesday		
Valid Wednesday		
Valid Thursday		
Valid Friday		
Valid Saturday	\bowtie	¥1.

If the customer wants to disregard everything EXCEPT a specific zone or type of signal, this can also be done by using the **Except this Zone/Type** box after choosing the zone or type that is being excluded.



7. Ensure to update the End Date and time to the desired end date/time then click **Add**.



8. Once **Add** has been clicked the **On/Off Test** screen will appear and show the information for the zone that was just put on test.

1	On/Off Test																
	Account Number 77	xount Number 777777777 P															
L	On/Off Test: TEST ACCOUNT	(77777777) - 123 MAI	N ST SUDBURY, ON														
L	Acct # 🖨	Zone/Type	B Date	B Time	End Date	E Time	Info	Disab	Excep	Time	S	м	т	w	т	F	S
	77777777	003	05/23/2019	1351	05/23/2019	1451		D	N	Y	Y	Y	Y	Y	Y	Y	Y