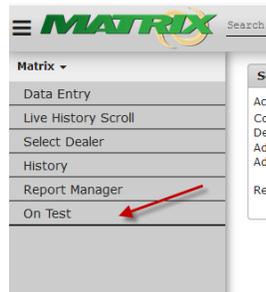


How to Put an Account on Test

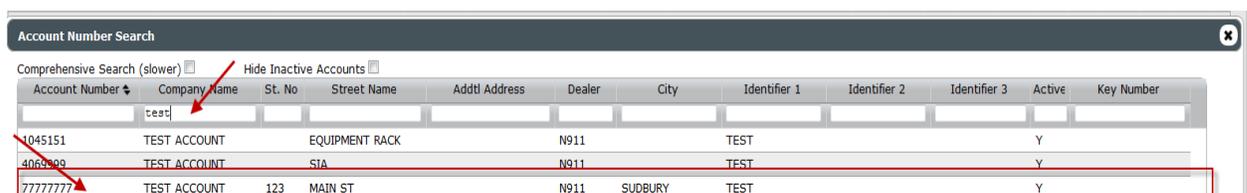
1. Log into Matrix at <https://matrix.northern911.com> using the Matrix username, authentication pin and Matrix password previously provided by the monitoring station Alarm Coordinator.
2. Select the **On Test** button from the Matrix menu on the left hand side of the screen.



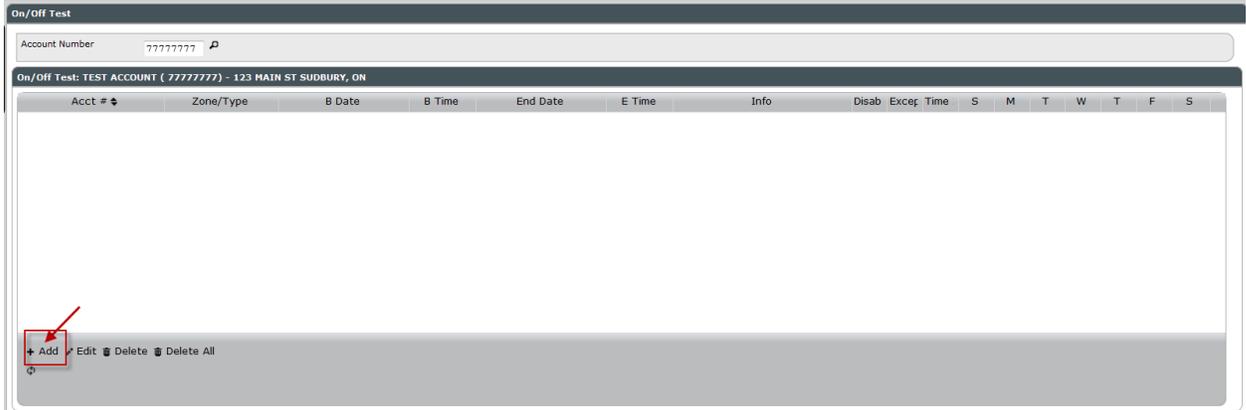
3. If the account number is known it can be entered in the account number field and then press enter to select the account entered.



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.

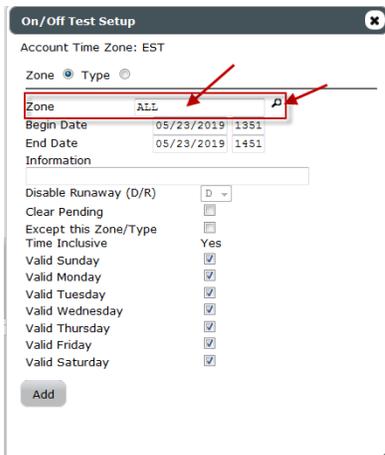


5. Click the **+Add** button, this will populate the **Disable Setup** box.

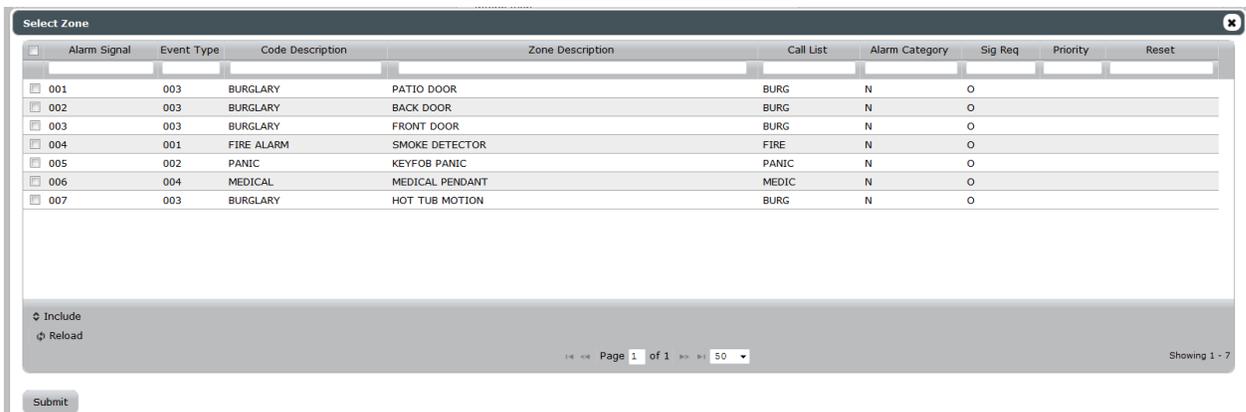


6. In the Disable Setup box the zone number can be entered manually in the Zone field, or if it's a zone listed on the zone list it can be searched for using the magnifying glass.

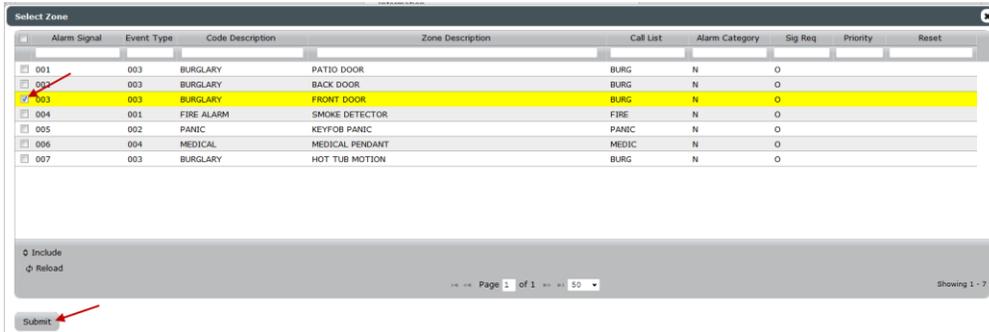
NOTE: the default is set to put ALL on test for 1 hour.



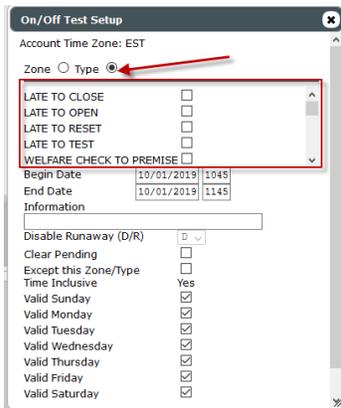
If the magnifying glass was clicked the zone box will populate listing the zones on file.



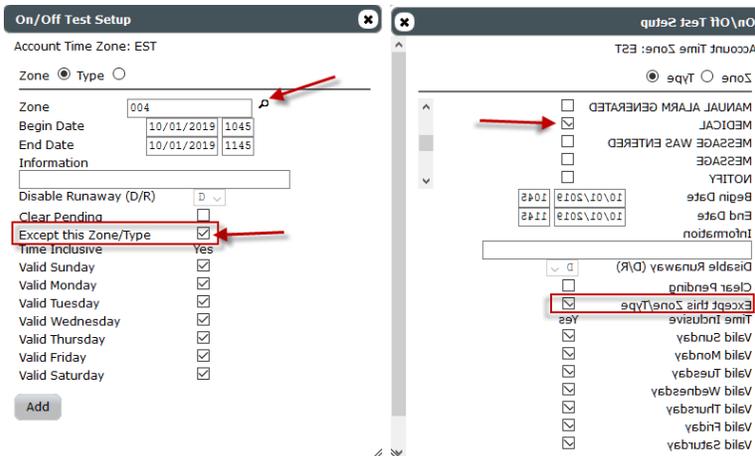
Click the box beside the zone number to put on disregard, then click **Submit**.



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



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**.

On/Off Test Setup

Account Time Zone: EST

Zone Type

Zone 003

Begin Date 05/23/2019 1351

End Date 05/23/2019 1451

Information

Disable Runaway (D/R) D

Clear Pending

Except this Zone/Type

Time Inclusive Yes

Valid Sunday

Valid Monday

Valid Tuesday

Valid Wednesday

Valid Thursday

Valid Friday

Valid Saturday

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.

On/Off Test

Account Number 77777777

On/Off Test: TEST ACCOUNT (77777777) - 123 MAIN ST SUDBURY, ON

Acct #	Zone/Type	B Date	B Time	End Date	E Time	Info	Disab	Excep	Time	S	M	T	W	T	F	S
77777777	003	05/23/2019	1351	05/23/2019	1451		D	N	Y	Y	Y	Y	Y	Y	Y	Y