



USER MANUAL

March 7, 2002

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MASweb Overview

Our web site includes a link to our MASweb server. This new application allows you to view account information in real time.

The following options have been enabled:

- View
- Print reports
- Test

To get started, point your Microsoft[®] Internet Explorer browser (version 4 or better) to <u>http://www.csmul.com</u> and you will discover our website where you will find, among other things, a link near the bottom of the page:



Clicking on the MASweb logo will bring you to the MASweb login page. Each of your authorized employees will be assigned a unique username and password.

The three access levels available to choose from are WEBRESTRICT (view only), WEBTEST (view only and place in test), and WEBUSERS (view, change, and place in test). All access levels include the option to run reports. At this time access levels are set to either WEBRESTRICT (view only), or WEBTEST (view and place in test).

MASweb is optimized for use with $Microsoft^{\mathbb{R}}$ Internet Explorer version 4 or newer running on $Microsoft^{\mathbb{R}}$ $Windows^{\mathbb{R}}$ 9x or NT (version 4, 5, or 5.1).

Apple OS and Netscape are not presently supported. Apple OS MASweb users may want to try using the program VirtualPC.





CSM Home Page

From <u>http://www.csmul.com</u> click on the MASweb logo to access the MASweb logon screen.

The CSM Home Page also has a link to Brochures, which includes a copy of this manual and a link to install Adobe® Acrobat® Reader®.



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MASweb-	4
Login below using the information you were provided.	
Username:	
Password:	
Login	
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MASweb Login Screen

Following the <u>MASweb® MAStermind Monitoring Server link</u> will bring you to the MASweb login screen.

Enter your Username and Password and then press the Login button.

CSM will provide this information to you when you sign up for the MASweb service.





MASweb Home Page

When you successfully log in, you will see the MASweb Home page, which is the directional guide for all of your accounts.

The username currently logged-in appears at the top of the screen. The user has the option of changing their password from this area. We strongly suggest that you change the password supplied by CSM. The password and user name are not case sensitive, alphanumeric characters are allowed, and spaces between the letters are allowed.

The upper left block of information entitled <u>General Messages from</u> <u>Central Station</u> is a broadcast message to all Dealers. Below that is a message block that is user specific.





The links at the top of this screen appear on all screens in MASweb:

- **Home** will take bring you back to the MASweb home page.
- Search will take you to a search query form.
- Reports will take you to a report query form.
- Logout will log you out of MASweb.

The System Status box on the right side of the MASweb home page includes links to detailed account lists from the following categories:

- Total number of monitored systems
- Systems with alarm activity during the past 24 hours
- Systems currently in alarm
- Systems currently open
- Systems currently closed
- Systems currently on test
- Systems currently out of Service
- Systems with pending changes



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Address	с	ity	State	Zip			
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Search							
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Start Date		Start Time	End Date	End Time	Event Class		
3/7/2002		00:00:00	3/7/2002	23:59:59	All Activity	•	
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Search							
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Search

Following the SEARCH link will bring you to this page where you can search by CS#, name, phone, address, city, state, or zip.

To view all accounts, leave the fields blank and press the search button or press the enter button on your computer keyboard.

A CS# search may be performed using the line number alone or by adding a dash and the account number. (30-0000 for example).

A NAME search may be done using one or more letters of the name. A PHONE search may be accomplished using the area code only or by using the area code with prefix or by entering the entire number. No dashes please.



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Search							
Search al Start Date	l Sites with Histor	y occuring within the Start Tine	given time. End Date	End Time	Event Class		
3/7/2002		00:00:00	3/7/2002	23:59:59	All Activity 💌		
Search							
@ 2001 Copyri	aht Monitorina Autom	ation Systems All rights r	eserved				
Legal Notice ar	nd Terms & Condition	<u>is</u> .					

An ADDRESS search may be performed using the entire premise address or by using the wildcard character (%) first followed by numbers or letters included in the address.

A search by STATE and ZIP are performed just like the NAME search.

In all search queries, you will indicate the date and time range desired. Enter the date and time using the following forms:

- Use <u>MM/DD/YYYY</u> to indicate the date (Month/Day/Year)
- Use <u>HH:MM:SS</u> to indicate the time (Hour:Minute:Second)

Using the drop-down menu, you may choose one of the three event classes to be included in your search:

- All activity
- Alarm activity
- Operator actions



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MASweb-	<u>A</u>
Home Search Reports Logout User: CSM	
SITE LISTING	
CS# Name Address1 City Phone 1 Site Number	
01-0000 MASweb Test Site Central Station Monitoring ESTACADA (503) 630-8961 7315	
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Site Listing

The Site Listing screen displays a list of accounts returned by your search.

Under the CS# heading is a hyperlink to each account which will take you to the main account information screen for that CS#.





Account Information

The Account Information screen displays basic site information.

The CURRENT STATUS box on the right includes:

- In Alarm Status
- 24 Hour Alarm Activity
- Open
- Closed
- Service Jobs Pending
- On Test
- Out of Service
- Pending Changes
- In Collections



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ACCOUN		0000 51 11 7	7015	
MASWE	D Test Site: LS# UI	-uuuu Site# /	1315 	
ontacts	Dispateri instructions	<u>evenit history</u>		
Name	MASweb Test Site			
Address1	Central Station Monitor	ring	24 Hour Alarm Activity No	
Address2	355 SW BROADWAY		Open No	
Dity	ESTACADA		Closed No	
State	Ior		On Test No Modify	
	07000		Out of Service No Modify	
ip code	97023		Pending Changes 1	
Phone 1	(503) 630-8961	x	In Collections No	
Phone 2	(503) 630-8944	X FAX	View Openiclose Status View On-Test History	
			TOTH OTH CONTROL T	

Hyperlinks below the CURRENT STATUS box will take you to:

- On Test (Modify)
- Out of Service (Modify)
- View Open/Close status (by zone)
- View On-Test History

The <u>On Test History</u> link will return a history screen displaying each time the account was placed in test including hyperlinks to each test period.

These hyperlinks take you to snapshots of database information.



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Home	Search	Reports	Logout User: CSM						
ACCOUN	NT INFORMATION								
MASwe	eb Test Site: CS# 01-	0000 Site# 7	315						
Contacts	Dispatch Instructions	Event History	General Dispatch Instruction	s Mailing Address S	chedules Site Ac	encies	Site/System Details	Zones	
Name	MASweb Test Site			CURRENT STATUS					
Address1	Central Station Monitor	ing		In Alarm Status No					
Address2	355 SW BROADWAY			24 Hour Alarm Activity No Open No					
C14.	FOTAGADA			Closed No					
City				Service Jobs Pending No					
State	OR			On Test No M	todify				
Zip Code	97023			Out of Service No M	todify				
Di	K5000 0004		_	Pending Changes 1					
Phone 1	(503) 630-8961	x		In Collections No					
Phone 2	(503) 630-8944	x FAX		View Open/Close Si	<u>status</u>				
				VIEW ON-TEST HIS	ISLUTY				

Contacts link will display the contacts associated with this system.

Dispatch Instructions link displays zone-specific instructions.

Event History link will display history associated with this system.

<u>General Dispatch Instructions</u> link displays the main dispatch page.

Mailing Address link displays where open/close reports are sent.

<u>Schedules</u> link will display temporary and permanent schedules.

Zones link will display a list of zones associated with this system.

<u>Site Agencies</u> link displays FD, PD, & Medical dispatch information.

<u>Site/System Details</u> link displays the Site/Systems Detail screen.



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Contact List



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Address 🕘 http://63.106.157.9/masweb/contactlist.asp	•	r∂Go	Links »
MASweb			<u> </u>
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Contact List for MASweb Test Site: CS# 01-0000 Site# 7315 Site Information_Event History			
Name CS Seqno Pin User# Start Date End Date Pending Request NAME_YOUR 10 11/9/2001 12/31/1969 16:00			
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Contact List



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MASweb	Test Site: CS# 01	-0000 Site# 73	15						
<u>Contacts</u> D	ispatch Instructions	Event History	General Dispatch Instructions	Mailing Address	Schedules	Site Agencies	Site/System Details	Zones	
First Name Last Name	YOUR NAME								
Pin	1234								
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Start Date	11/9/2001								
End Date									
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PHONE NU	MBERS								
Phone # (503) 630-89 (503) 630-89	Extension En 361 NA bei 344	nail Address geord@cuacce:	Pending Request ss.net						
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Contact Information

Includes links to view contact telephone numbers.



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	CONTACT P	HONE NUMBER								
	NAME, YOU	JR: C5# 01-0000	Site# 7315							
<u>Co</u>	intacts Dis	spatch Instructions	Event History	General Dispatch Instructions	Mailing Address	Schedules	Site Agencies	Site/System Details	Zones	
DH		(502) 620 9064								
PF	one Type									
Ev	tension									
St	art Time	800								
Er	id Time	1700								
Co	mment									
Er	nail Address	, begeord@cuacce	ess.net							

Contact Phone Number





Dispatch Instructions



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Home	Search	Reports	Logout User: CSM						
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MASwel	b Test Site: CS# 01-	-0000 Site# 73	15 + Update Requested						
Contacts	Dispatch Instructions	Event History	General Dispatch Instructions	Mailing Address	Schedules	Site Agencies	Site/System Details	Zones	
Site ZD Pag 2	geEffective Date 12/5/2001 16:45:55	Expire Date 1/1/2079							
DISPTAC	H ARMED GUARE	ONLY							
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View the Ca	all List for These Instru	ictions							
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Dispatch Information

Includes link to view call list





Call Lists



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Contacts Di	spatch Instructions	Event History	General Dispatch Instructions	Mailing Address	Schedules Site Agencies	Site/System Details	Zones	
Start Date	s	tart Time	End Date	End Time	Sort Order	Max Events Returned		
3/7/2002		10:00:00	3/7/2002	23:59:59	Descen	ding 💌 100 💌		
Search	1							
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History



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Home	<u>Search</u>		Reports	Logout User: CSM		
SITE HISTORY						
MASweb Test	t Site: () teb lostru	5# 01	-0000 Site# 7315 Event History Gen	eral Disnatch Instructions Mailing Address Schedules Site Agencies	Site	Votem Details
	torr motific				<u>- 011070</u>	
Event Date	Zone	State	Event	Comment	User#	User
3/6/2002 10:40:52			Clear Expected Event	Event: SN001 Type: Schedule 1 Expect: 3/7/2002 08:00 Late: 3/7/2002 08:00		
3/6/2002 10:40:48			Clear Expected Event	Event: CLTEST Type: System Test 19 Expect: 3/7/2002 10:51 Late: 3/7/2002 10:51		
3/6/2002 10:40:43			Clear Zone Status	Zone: CL		
3/5/2002 14:10:01			FAIL TO OPEN - LOG	Schedule#1 Late time Mar 5 2002 2:10PM		
3/4/2002 10:51:23			Placed On Test	Cat: 72HR Expires: Mar 7 2002 10:51AM		YOUR NAME
3/4/2002 10:51:06			Clear Test			YOUR NAME
3/4/2002 10:51	1		Placed On Test	Cat: 72HR Expires: Mar 7 2002 10:51AM		YOUR NAME
3/4/2002 10:48:26			Clear Test			YOUR NAME
3/4/2002 10:48	8		Placed On Test	Cat: 72HR Expires: Mar 7 2002 10:48AM		YOUR NAME
3/4/2002 10:46:53			Clear Test			MAS
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General Dispatch Instructions



Contract Starter History Contract Dispatch Instructions
 Contract Starter History
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General Dispatch Information



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Mailing Address



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Home	Search	Reports	Logout User: CSM						
MAILING A	DDRESS								
MASweb	Test Site: CS# 01	-0000 Site# 73	115						
Contacts Di	ispatch Instructions	Event History	General Dispatch Instructions	Mailing Address	Schedules	Site Agencies	Site/System Details	Zones	
Mailing Nam	e Central Station Mo	onitoring							
Attention									
Mail Addr1	355 S Broadway								
Mail Addr2									
City	ESTACADA		State OR Zip Code 970	23					
County	CLACKAMAS								
Country	USA								
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Mailing Address Information





Schedules



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<u>Contacts</u> <u>Di</u>	ispatch Instru	uctions E	<u>vent History</u>	General Disp	atch Instructi	ons <u>Mailir</u>	ng Address	Schedules	Site Agencie	<u>is Site/Sγs</u>	tem Details	Zones		
Schedule#	l	1 🔽		Comment			_				_			
Туре	l	Permane	ent 💌	Effective Date	11/12/2	:001	E>	opire Date	1/1/20	79	_			
Early Open		0:00 🔽		Alarm?	No		Pa	age	Global					
Early Close	[0:00 💌		Alarm?	No]	Pa	age	Global					
Late Open	ſ	0:00 🔻		Alarm?	No]	Pa	age	Global					
Late Close	Ι	0:00 💌		Alarm?	No]	Pa	age 📃	Global					
Fail to Open	Event						Pa	age 📃	Global					
Fail to Close	Event						Pa	age 📃	Global					
Day	Open1	Close1	Open2	Close2	Open3	Close3	Open4	Close4	Openő	Close5	Open6	Close6		
Monday	v	00:30 💌	08:00 🔽	v	_	~	Y	_	_	v	_	~		
Tuesday	~	00:30 💌	_	V	~	~	v	-	_	~	~	~		
Wednesday	v	_	_	_	_	-	-	-	_	v	_	_		
Thursday	~	00:30 💌	08:00 🔽	v	~	~	~	~	V	~	~	~		
Friday	~	00:30 💌	08:00 🔽	_	~	~	~	-	_	~	~	~		
Saturday	~	-	-	-	-	-	Y	-	-	~	_	~		
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HOLIDAYS	FOR SCHEDL	JLE 1												
Holiday	Open Cl	lose Pend	ing Request											
Easter Sundi	a <u>y</u>													-

Schedule Information

Includes a link to Holidays



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C	MA	SN	/eb						<u> </u>
Home	Search	Reports	Logout User: CSM						
HOLIDA	Y SCHEDULE								
MASwe	b Test Site: C5# 01-	0000 Site# 73	15 Schedule 1						
Contacts	Dispatch Instructions	Event History	General Dispatch Instructions	Mailing Address	Schedules	Site Agencies	Site/System Details	Zones	
Holiday	Easter Sunday		~						
Start Date	3/31/2002	End Date	3/31/2002						
Open	*	Close	Y						
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Holiday Schedule





Site Agencies

Includes a link to view agency information and permit number.



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MASweb-	<u> </u>
Home Search Reports Logout User: CSM	
AGENCY INFORMATION	
MASweb Test Site: CS# 01-0000 Site# 7315	
Contacts Dispatch Instructions Event History General Dispatch Instructions Mailing Address Schedules Site Agencies Site/System Details Zones	
Agency Type P	
Agency # 72 Clackamas County PD	
Agency Address	
City	
State OR	
Zip Code	
Phone 1 (503) 655-8911	
PERMITS FOR AGENCY 72	
Permit# permit_status Effective Date Expire Date Agency Name Phone 1 Pending Request	
12345 Active 12/31/1969 16:00 12/31/1969 16:00 Clackamas County PD (503) 655-8911	
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Site Agency Information

Includes a link to view permit number.



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Home Search	Reports	Logout User: CSM					
SITE AGENCY PERMIT	INFORMATION	_					
MASweb Test Site:	C5# 01-0000 Site# 7315					_	
Contacts Dispatch Inst	ructions Event History Gen	eral Dispatch Instructions	Mailing Address	Schedules Site Agencies	<u>Site/System Details</u>	Zones	
	2045						
Site Number	7315						
Agency #	72						
Permit#	12345						
permtype_id	s						
Permit Type	Sliding						
permstat_id	A						
permit_status	Active						
Description	BURGLARY						
Alarm Type							
Effective Date	12/31/1969 16:00						
Expire Date	12/31/1969 16:00						
Agency Name	Clackamas County PD						
Agency Address							
Agency Address2							
Phone 1	(503) 655-8911						
Phone 2							
Permit Type #	s						
Permit Type Group							
Permit Comments							
Pending Request	,						-

Site Agency Permit Information



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Home	Search Rep	ports	Logout User: CSM		
SITE/SYSTEM	DETAIL MAINTENANCE				
MASweb Te	st Site: CS# 01-0000) Site# 7315			
Contacts Disp	atch Instructions Eve	nt History Genera	I Dispatch Instructions	Mailing Address Schedules Site Agencies Site/System Details Zones	
Name	MASweb Test Site		Site Type	UNK	
Address1	Central Station Mo	nitoring	Site Status	Active	
Address2	355 SW BROADW	AY	Occupied By Owner?		
City	ESTACADA		UL Code	Y	
State	OR		Map Book Type		
Country	USA		Map Page		
Zip Code	97023		Map Coordinates		
Cross Street	BROADWAY		CS Part#	100	
Phone 1	(503) 630-8961	×	Dispatch Location	OR	
Timezone #	50		Installer	995 MASweb demo accoun	
Phone 2	(503) 630-8944	×FAX	Service Company	995 MASweb demo accoun	
Dst#	Yes 💌		Corporate Account		
SYSTEM IN	FORMATION				
CS#	01-0000		ATI Hours		
System Type	ML		ATI Minutes	30 💌	
Alt ID	010000		Alt ATI Hours		
Vit#			Alt ATI Minutes		
Telco Lease Lii	ne	7	ATI Option	Timer Test Only	
Mailing Freque	NOV MONTHLY		ATI Late Event	4820	
Panel Phone			ATI Global Disp	FT	-

Site Agency Permit Information



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<u>me</u>	Search	Report	<u>s</u>	Logo	ut User: CSM						
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Zones, Points, & Open/Close



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Zones and Processing Rules



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Open / Close Zone





On Test History





Test Results





Report Selection Menu

Reports are generated using Crystal Reports, which includes many features:

- Preview (if more than one account is listed).
- Printer icon
- Preview on/off
- Page width setting
- Page number shown with forward and back arrows
- Search on text within your report

Remember to enter information into at least one field when generating a report.





Account Detail link displays a query page to build a detailed report.

Account Summary link will display a query page by CS number.

Activity by Event link will display a query to build a report by event.

<u>Alarm Incident</u> link will display a query to build a report by priority.

Event History link will display a query page by event number.

<u>Open/Close Occurrence</u> link will display a query page by account no.

<u>Open/Close Exception</u> link will display a query page by event code.

Agencies link will display a query page by agency (PD, FD, etc.).





Event Code Listing link will display a query page of all event codes.

<u>Servicing Companies</u> link will display a query page for all companies available to your login authorization.

<u>Pending Requests</u> link will display a query page for all requests you have sent from MASweb to CSM that have not been accepted.

<u>View Change Request History</u> link will display a query page for all requests you have sent from MASweb to CSM.



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Account Detail



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Account Summary Report Selection





Account by Event



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ALARM INCIDENT REPORT SELECTION Enter or Select criteria for this report		
From CS# FIRST		
To CS# LAST		
From Date 3/7/2002 Time 00:00:00		
To Date 3/7/2002 Time 23:59:59		
From Priority 0		
To Priority 255		
View Report		
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Account Incident



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Reportin	g Codes to Include	0123456789 ABCDEFGHIJKL	MNOPQRSTUVWXYZ	
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Event History Report Selection

When deciding which Reporting Codes to include, you may use the default or modify the list with individual codes separated with a comma.



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То	Date 3/7/2002	Time 23:59:59	_	
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Open / Close Occurrence



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Start/End CS#		
Start Date/Time	3/7/2002 00:00:00	
End Date/Time	3/7/2002 23:59:59	
Multiple Event Co	Codes can be entered by separating each with a comma (no spaces).	
Open Events		
Fail to Open Events		
Close Events		
Fail to Close Events		
	View Report	
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Event Codes for Open/Close Exception Reports

For supervised accounts use:

- 32 as the event code for a normal open
- 33 as the event code for a normal close
- SN001 as the event code for open by user number
- SN002 as the event code for close by user number
- 1113 as the event code for open by user name
- 1114 as the event code for close by user name

For unsupervised log only accounts use:

- 9995 as the event code for an ordinary open
- 9996 as the event code for an ordinary close
- 443 as the event code for an ordinary open by user number
- 444 as the event code for an ordinary close by user number
- SB006 as the event code for an ordinary open by user name
- SB007 as the event code for an ordinary close by user name



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			View Report			
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Agency Listing Report Selection

You may search for all agencies or for a specific type of agency.



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Enter or Select criteria for this report	
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Event Code Listing



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Servicing Companies



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Start/End CS#	
Start Date/Time 3/7/2002 00:00:00	
End Date/Time 3/7/2002 23:59:59	
Sort By CS# Ascending View Report	
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Pending Request Report Selection





Change Request History





Placing a System On or Off Test

Authorized users can place an account `on test' or `off test' by following the On Test <u>Modify</u> link.



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PLACE ON/C	FF TEST					
MASweb T Site Informatio	est Site: CS# 0 n_ Event History	1-0000 Site# 73	15			
Name *	MASweb Test :	Site				
Address1 *	Central Station	Monitoring				
City	ESTACADA	OR	97023			
Phone 1	(503) 630-8961	x				
TEST STAT	US INFORMATION	4		_		
On Test	No 💌	Test to Expir	e			
Login Passwo	d NO Yes	Your login p	assword is required to place an ac	count on or off Test.		
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OUT OF NO	RMAL ZONE LIST					
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Following the On Test <u>Modify</u> link brings you to the PLACE ON/OFF TEST window.

If you click on the Update button, you will then be able to use the drop-down menu next to 'On Test' and choose Yes to place this account in test or choose No to take the system off test.

CAUTION: Once a system is placed 'On Test', no action will be taken by the central station for **any** signal received from the account as long as it remain 'On Test'. All signals received while 'On Test' will be logged to history.



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Home Search Reports Logout User: mbaker	
PLACE ON/OFF TEST	
MASweb Test Site: C5# 01-0000 Site# 7315 Site Information Event History	
Name * MASweb Test Site	
Address1 * Central Station Monitoring	
City ESTACADA OR 97023	
Phone 1 (503) 630-8961 x	
Test Status INFORMATION On Test No Login Password Test to Expire Login Password Your login password is required to place an account on or off Test. Comment	
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Each time you choose to place a system in test or off test, you must enter your password in the Login Password field, and then click on the Save Changes button. This will record your action to the account history along with any comments you wish to add in the Comments field.



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PLACE ON/OFF TEST	
MASweb Test Site: C5# 01-0000 Site# 7315 Site Information_Event History	
Name MASweb Test Site	
Address1 Central Station Monitoring	
City ESTACADA OR 97023	
Phone 1 (503) 630-8961 X	
Test Status INFORMATION On Test Yes Test to Expire Apr 18 2002 7:56AM Login Password Your login password is required to place an account on or off Test. Comment	
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If you have chosen to place an account On Test, once you click on the Save Changes button, the account will be placed on test for a predetermined length of time. The test expiration date and time will be displayed in the Test to Expire field.

The predetermined test time is set by CSM.



Contact Information

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