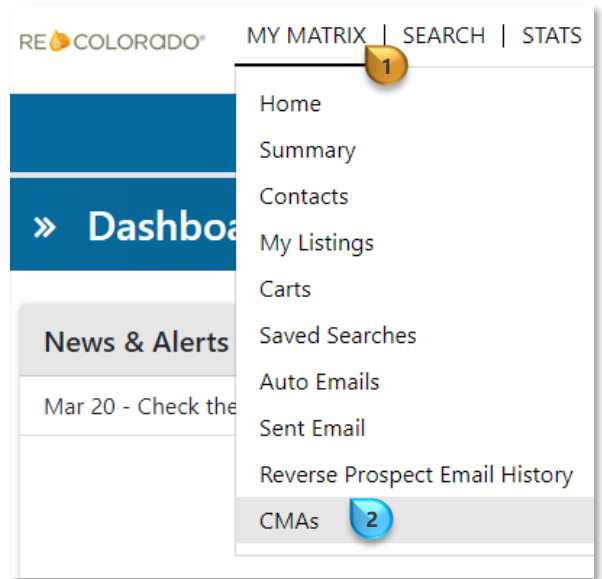


Understand CMA Management Options

When a *saved CMA* is accessed multiple options present

Hover over **My Matrix** 1



Select "**CMA's**" 2


To access **CMA Management** options click in the *checkbox* next to the **CMA** of interest 3

Three **CMA** options present on the *button bar* 4

Please Note: Your CMA's will be saved in Matrix for 180 days past the "Last Modified" date and will then be automatically deleted.

CMA's (2) Search: Filter By Type: ... choose a type ▾

<input type="checkbox"/>	Description	Contact Name	Type	When Created	Last Modified
<input checked="" type="checkbox"/>	12345 E. Florida Ave. Denver, CO 81234	Jones, Bob	Cross Property	yesterday	yesterday
<input type="checkbox"/>	67891 E. Colorado St. Denver, CO 85678	Smith, John	Cross Property	yesterday	yesterday



12345 E Florida Ave

CMA has no comparables

Edit CMA View CMA Email CMA Delete CMA


+ Start a New CMA Copy the selected CMA Delete the selected CMA's

4

Understand CMA Management Options


Option One:


Click **"Start a New CMA"** 

This will direct one to the *CMA Wizard*  where one can begin a new CMA for the same property

Please Note: Your CMA's will be saved in Matrix for 180 days past the "Last Modified" date and w

CMA's (2)

<input type="checkbox"/>	Description	Contact Name
<input checked="" type="checkbox"/>	12345 E. Florida Ave. Denver, CO 81234	Jones, Bob
 12345 E Florida Ave CMA has no comparables		
<input type="button" value="Edit CMA"/> <input type="button" value="View CMA"/> <input type="button" value="Email CMA"/> <input type="button" value="Delete CMA"/>		
<input type="checkbox"/>	67891 E. Colorado St. Denver, CO 85678	Smith, John



Enter Shorthand or MLS#

Start **Pages** Subject Cover Comparables Map Adjustments Pricing Finish

Autosaved at 09/17/2020 4:27:25 PM


Select CMA Contact

Welcome to the CMA Wizard. Use this Start page to select your Contact. Use the above Navigation Bar to navigate through the steps.

Select Contact Name:

Description:

Please Note: This CMA will be saved for 365 days from the Last Modified date and then automatically be deleted. If you need to keep it longer, modify the CMA before the end of the 365 day period or save a copy of the generated PDF to your computer (you should do that anyway).



Note: To learn how to enter information into the *CMA Wizard* access **How to Create a CMA From Search Results**

Understand CMA Management Options


Option Two:

Click "**Copy the selected CMA**" 1

This will copy the selected **CMA** and add the copy to your list of **CMAs**. A great option if you want to retain the original **CMA** and create a new version 2

Please Note: Your CMA's will be saved in Matrix for 180 days past the "Last Modified" date and will then be automatically deleted.

CMAs (2)

Description	Contact Name
<input checked="" type="checkbox"/> 12345 E. Florida Ave. Denver, CO 81234  12345 E Florida Ave CMA has no comparables Edit CMA View CMA Email CMA Delete CMA	Jones, Bob
<input type="checkbox"/> 67891 E. Colorado St. Denver, CO 85678	Smith, John

+ Start a New CMA
 1
1 Copy the selected CMA
 X Delete the selected CMA's

Please Note: Your CMA's will be saved in Matrix for 180 days past the "Last Modified" date and will then be automatically deleted.

CMAs (4)

Search: Filter By Type:

Description	Contact Name	Type	When Created	Last Modified
<input type="checkbox"/> 12345 E. Florida Ave. Denver, CO 81234	Jones, Bob	Cross Property	yesterday	yesterday
<input type="checkbox"/> 67891 E. Colorado St. Denver, CO 85678	Smith, John	Cross Property	yesterday	yesterday
<input checked="" type="checkbox"/> 67891 E. Colorado St. Denver, CO 85678 (Copy)	Smith, John	Cross Property	9:54 AM	9:54 AM

+ Start a New CMA
 2
1 Copy the selected CMA
 X Delete the selected CMA's

Note: The copied **CMA** will have the description with the word **(Copy)** 2 at the end

Option Three:

"**Delete selected CMA's**" 1

+ Start a New CMA
 1
1 Copy the selected CMA
 X Delete the selected CMA's