

Understand CMA Options

Once you access a saved CMA you have multiple options

Hover over “My Matrix” and select “CMAs”



To access the CMA options click in the **checkbox**

There are three CMA options available on the button bar



Understand CMA Options

Option One:

Click on “Start a New CMA” 1

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

CMA's (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

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

This will then direct you into the **CMA Wizard** 2

Start
Pages
Subject
Cover
Comparables
Map
Adjustments
Pricing
Finish
Autosaved at 08/30/2016 11:25:13 AM

2 **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: [Create a New Contact](#)

Description:

Please Note: This CMA will be saved for 180 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 180 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](#) under CMA in the Help Tab

Understand CMA Options


Option Two:

Click on “Copy the selected”

This will then copy the selected CMA and add it to your CMAs

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

CMA (2)

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

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

Example:

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 (4)

Search: Filter By Type:

<input type="checkbox"/>	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
 Copy the selected CMA
 Delete the selected CMA's

Note: The copied CMA can be will have the description with the word “(Copy)” at the end

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Option Three:


Click **“Delete the Selected CMA”**



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

CMA's (2)

<input type="checkbox"/>	Description	Contact Name
<input checked="" type="checkbox"/>	12345 E. Florida Ave. Denver, CO 81234	Jones, Bob
<input type="checkbox"/>	67891 E. Colorado St. Denver, CO 85678	Smith, John



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

Callout bubble with the number 1

A popup will appear asking if you would like to delete the CMA.

Click **“OK”**



Click **“Cancel”**



matrix.recolorado.com says:

Are you sure you would like to delete the selected CMA's?

Prevent this page from creating additional dialogs.

OK | Cancel

Search: Filter By 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

Callout bubble with the number 2

Callout bubble with the number 3

Note: CMAs will be saved for 180 days past the “Last Modified” date. To retain beyond 180 days, open the saved CMA and re-save.