

Commercial & "Niche" Matrix Commands

Web Trail:

Use these links to navigate back to your dashboard or the status page.

General Note:

Enter additional company or program information.

Lending Territory:

Choose: Nationwide, Nationwide except, States Listed or International.

Status Codes:

- Draft:** Changes have been saved but info has not yet been submitted to the matrix department
- Pending Approval:** Changes have been submitted to the matrix department and are being audited (5-7 day turnaround window)
- Pending Change Approval:** Changes have been made by the matrix department and are awaiting your approval (note you can add/overwrite any changes and resubmit them.)
- Approved:** Changes have been approved and should appear on the Web site by mid/end of month or in the next print edition.

The screenshot shows the Scotsman Guide Matrix interface. At the top, it says "Welcome Test User" with a "log out" button. Below that is the Scotsman Guide media logo. A navigation bar includes "My Dashboard > Matrix Status > Edit Matrix". A "Publication Date: Oct 09" is displayed. There are radio buttons for "Online", "Print", "Live", "Edited Items", and "Edit". Buttons for "Import Data", "Draft", "Submit", and "Cancel" are visible. The "Company" field is set to "Scotsman Guide Media Company". A "General Note" says "No gas stations allowed. Full doc only.". There are radio buttons for "Nationwide", "Nationwide except states listed", "States listed", and "International". A grid of state checkboxes is shown, with AZ, CA, and NV checked. Below this are sections for "Loan Submission Criteria", "Loan Type, Purpose or Parameters", and "Property Types". At the bottom, there is a table with columns for "Mod Date", "No", "Status", "Submission Criteria", "Loan Amount Min \$K", "Loan Amount Max \$K", "LTV Max %", "DSCR", and columns 1-6. A row is highlighted with a status of "Pending Approval".

Log out: Logs user out of Lender Dashboard.

Publication Date: Date data will be published either online or in print. Note: The date varies between online and print versions. (Online = current /next month, print = 2 months ahead.)

Import Data: Import your data from the Print/Online version by either using this button or by hitting "yes" when prompted, immediately after submitting data
Note: If you do not submit both the online & print matrixes, your old data will run again.

Commands:

- Draft:** Saves work in progress. Does **not** submit data to matrix.
- Submit:** Sends data to the matrix department; matrix will then either approve or ask for changes to your information; status changes to "pending approval" once you hit this button.
- Cancel:** Cancels current command; work in progress changes will **not** be saved.

Quick Reference:
Click here for help.

Matrix Data:

Enter data by clicking once to select cell, then double clicking to edit the appropriate cell—you will be able to enter data or use a drop down menu. Use scroll bars to navigate up/down or left/right.