

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 breadcrumb shows "My Dashboard > Matrix Status > Edit Matrix". There are links to "To Purchase more matrix lines, e-mail Brian Britton-Simmons at brian@scotsmanguide.com".

Key elements highlighted include:

- Publication Date:** Set to "Oct 09".
- Buttons:** "Import Data", "Draft", "Submit", and "Cancel".
- Matrix Form:** Includes fields for "Matrix" (set to "Commercial"), "Status" (Matrix: P, Master: P), "Company" (Scotsman Guide Media Company), and "General Note" (No gas stations allowed. Full doc only.).
- Lending Territory:** 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.
- Loan Submission Criteria:** A list of criteria (a-g) with checkboxes.
- Loan Type, Purpose or Parameters:** A list of loan types (1-16) with checkboxes.
- Property Types:** A list of property types (17-38) with checkboxes.
- Table:** A table with columns for "Mod Date", "No", "Status", "Submission Criteria", "Loan Amount Min \$K", "Loan Amount Max \$K", "LTV Max %", "DSCR", and 6 columns for "1" through "6". The first row shows a "Pending Approval" status.
- Quick Reference:** A button with a question mark icon.

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.