

# “Program” Matrix Commands

## Web Trail:

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

## Row Commands:

Select a row to execute these commands:

Up/Down: moves a row up or down

Copy: copy a row

Delete: delete a row

## Status Codes:

- Draft**: Changes have been saved but info has not yet been submitted to the matrix dept.
- Pending Approval**: Changes have been submitted to 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 'Matrix Status' page for 'Test Lender'. At the top, there's a navigation trail: 'My Dashboard > Matrix Status > Edit Matrix'. Below this, the 'Publication Date' is set to 'Oct 09'. There are buttons for 'Import Data', 'Draft', 'Submit', and 'Cancel'. A state selection grid is present with checkboxes for various states, including AK, AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV, and WY. Below the grid are 'Up', 'Down', 'Copy', and 'Delete' buttons. A table of matrix data is shown with columns: Mod Date, Ln No, Status, Program, Doc Type, 4506, Occ, Pur, # Units, FICO1, LTV, and SK. The table contains five rows of data, all with a status of 'Approved'. A 'Quick Reference' button is located at the bottom of the page.

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 version. (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: Work in progress; status will change to draft once you hit this button. Data will **not** be sent to matrix.  
Submit: Submits your information to the matrix department; matrix will then either approve data or ask for changes; status changes to pending approval once you hit this button.  
Cancel: Cancels current command; current changes will **not** be saved.

## Matrix Data:

Enter data by going to appropriate cell and clicking once to select cell, then double clicking to edit. You will be able to enter data or use a dropdown menu; use scroll bars to navigate up/down or left/right.

## Quick Reference:

Click here for help.

## Lending Territory:

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

## General Note:

Enter additional company or program information.