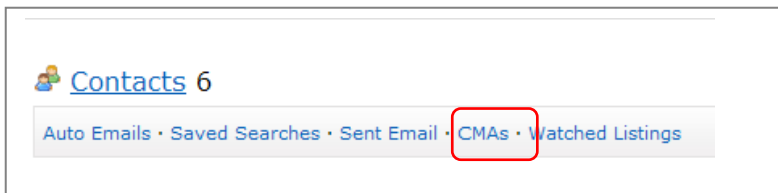


You can manage each **CMA** created in **Matrix** by going to **My Matrix Tab** and **Contacts**.

Remember: MRMLS Matrix will delete any unmodified CMA that is over 90 days or older.

Step 1: The **Comparative Market Analysis** reports created in **Matrix** are stored and **Managed** under **My Matrix tab** and **Contacts**. Click on **CMAs** to open list of **Saved CMAs**.



Step 2: To open each **CMA** click the **CMA name** or the **triangle** next to it. From there you have the following options:

- Edit CMA** This function gives the ability to **Remove** or Search for **Additional Comparables**.
- View CMA** This function gives the ability to open and **Preview CMA**.
- Email CMA** Opens screen to **Email** selected CMA to client.
- Delete CMA** Once you no longer need the CMA **delete** from list.

The screenshot shows the 'CMAs 4' list with columns: Description, Contact Name, Property Type, When Created, and Last Modified. The 'Murrieta Listing Appointment' CMA is selected, and its detail view is shown. The detail view includes a photo of the property, the MLS number (4647 Blackwood, Murrieta 92593), and counts of comparable properties (Closed Sale: 3, Expired: 1, Total: 4). The 'Edit CMA', 'View CMA', 'Email CMA', and 'Delete CMA' buttons are highlighted with a red box.

Step 3: At the bottom of the screen are the options to **Start a New CMA**, **Copy the Selected CMA** or **Delete the Selected CMA**.