











## AUTO SAVE in ADD EDIT TIP

Matrix will AUTO-SAVE data while adding a new listing.

- New Listings are automatically saved after 10 minutes of inactivity, or if the user navigates away from the Input screen or switches between input tabs.
- The Auto-save feature works for NEW listings only. Auto-save will NOT work for edits to existing listings.
- The Auto-save recovery screen will display immediately after user logs into Matrix with options to manage previously auto-saved listings. **RESTORE** will load the Add/Edit screen with the listing data where user left off. **DISCARD** or **DISCARD ALL** will delete saved listing data. **SKIP** will proceed to Home page but recovery screen will display at next login as long as Auto-save Recovery data exists.
- Auto-save data is automatically purged after 30 days.
- When Logging BACK IN a message will appear as follows:

The screenshot shows the "Auto-Save Recovery" screen. At the top, it says "Your auto-saved listing data has been recovered. Please choose to RESTORE or DISCARD your data sets, or choose SKIP to decide later." Below this is a table with four columns: "Date" and "Description". Each row contains a "Restore" button (with a document icon), a "Discard" button (with a red X icon), a date and time, and a description. The first row's "Restore" button is highlighted with a green box, and the second row's "Discard" button is highlighted with a red box. At the bottom of the screen, there are two buttons: "Discard All" (with a red X icon) and "Skip" (with a blue arrow icon). The "Skip" button is highlighted with a purple box.

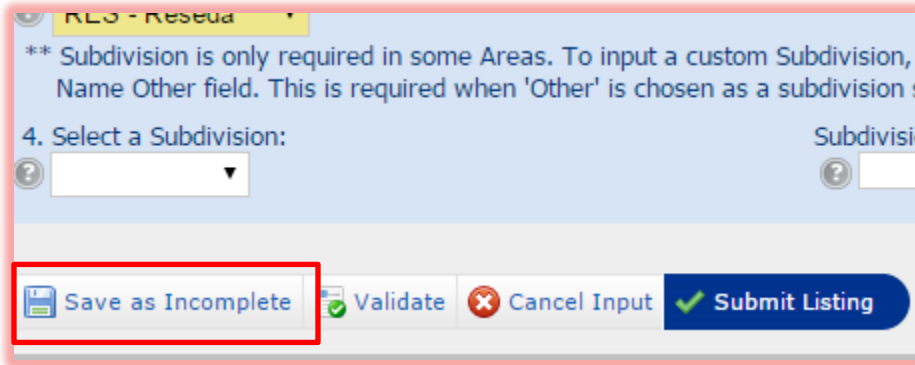
		Date	Description
 Restore	 Discard	10/03/2016 2:09:18 PM	New Listing using form Residential
 Restore	 Discard	10/05/2016 10:35:09 AM	New Listing using form Residential
 Restore	 Discard	10/06/2016 10:57:39 AM	Listing (XX16719284) using form Residential
 Restore	 Discard	10/11/2016 1:43:36 PM	Listing (XX16706728) using form Residential

- When viewing this screen you have 3 options:
  - **RESTORE** – IMMEDIATELY continue to work on your listing.
  - **DISCARD** - DELETE your listing, be advised this is PERMAMENT.
  - **SKIP** – This will allow you to work in CRISNet Matrix, it will hold the Auto-saved listing, but to continue to work on it you will have to logout and then login AGAIN and select RESTORE.

# TIP!

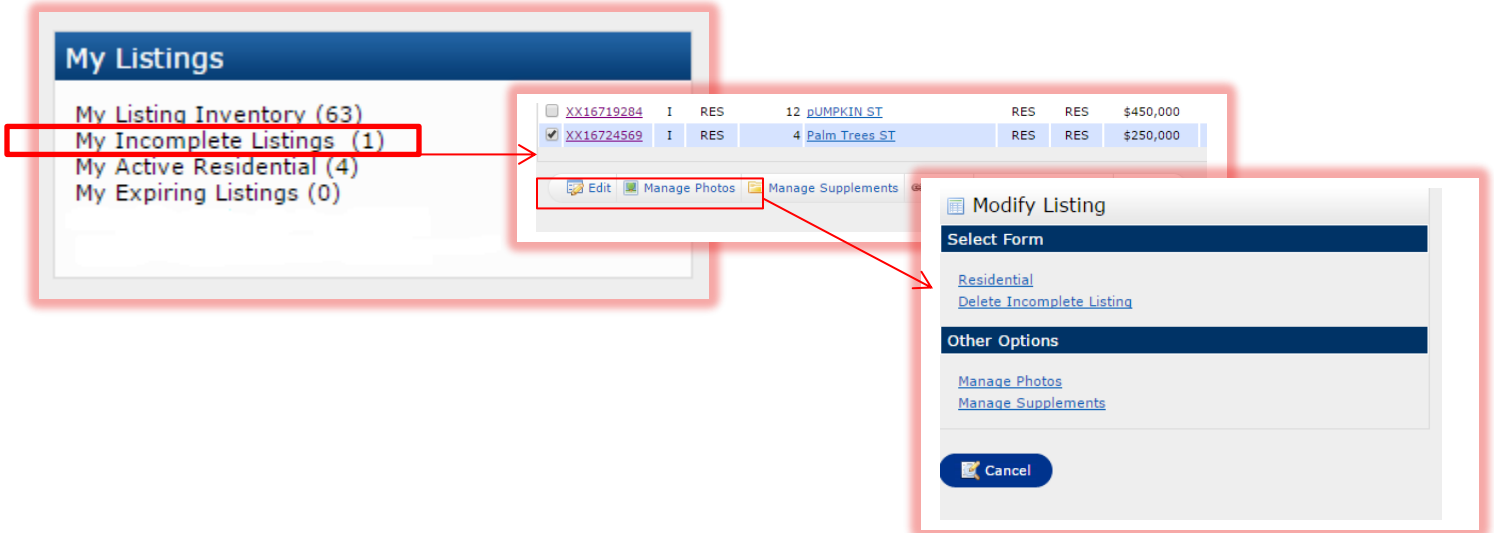
## ALWAYS select the RESTORE option!

- Click **RESTORE** and your Auto-saved listing will open to the page it was on when it was Auto-saved.
- Scroll to the bottom left of the input screen and select “Save as Incomplete”.
- At this point your listing will be saved **WITH** an MLS number, stored as Incomplete and will be available **AT ANY TIME** while you are logged in to complete.



AND .....

When a listing is saved as an “Incomplete Listing” AT ANYTIME you can go to the INCOMPLETE listing and ENTER YOUR PHOTOS!



Technical Support: SRAR-SFV 818 947 2202 or SRAR-SCV 661 295 7117

Email: [techsupport@srar.com](mailto:techsupport@srar.com)

Web Site: [www.SRAR.com](http://www.SRAR.com)

Phone Hours: Monday – Friday 8:00am – 6:00pm

Saturday 8:00am – 5:00pm

