

# Task Syncing

Sync your Paperless Pipeline tasks with Google Calendar, iCal, or Outlook to seamlessly integrate transaction activities into your daily schedule.

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## Introduction

Keep track of your Paperless Pipeline tasks in your preferred calendar app, such as Google Calendar, iCal, or Outlook, by syncing tasks from the [Tasks Page](#).

Syncing your tasks to your calendar lets you seamlessly integrate transaction activities into your daily schedule, helping you stay organized and up-to-date effortlessly.

## How It Works

### You're in Control

- **Sync All Tasks:** Sync all your tasks to your calendar for a comprehensive task management approach.
- **Sync Selectively:** Use the search and filter options on the Tasks Page to selectively sync only the tasks that matter most to you.

### Types of Tasks to Sync

- **Key Dates:** Ensure you don't miss important deadlines by syncing key dates directly to your calendar.
- **Agent-checked Tasks:** Receive reminders only after agents have checked them off, providing a streamlined workflow.
- **@Mentions:** Stay updated on tasks where you're specifically mentioned, ensuring you never miss important updates.

### After Syncing

- **Automatic Updates:** Once tasks are synced, any changes made in Paperless Pipeline are automatically updated in your calendar app. This includes new tasks, completed tasks, and changes to task details.
- **Calendar Events:** Synced tasks appear as all-day events in your calendar app, with details such as due date, transaction name, and a link to the transaction in Paperless Pipeline.
- **Reminders:** You can use your calendar app's notification settings to receive notifications and reminders for upcoming tasks.

- **Seamless Integration:** Tasks integrated into your calendar can be managed alongside other calendar events, helping you maintain a holistic view of your schedule.
- **Access Across Devices:** Synced tasks are accessible on any device where you use your calendar app, ensuring you stay organized whether you're on your computer, tablet, or smartphone.

## Sync All Tasks Due

Sync all your Paperless Pipeline tasks to your preferred calendar app for comprehensive task management.

**Who Can Do This:** Anyone can sync all their tasks with Google Calendar, iCal, or Outlook.

To sync all your tasks with Google Calendar, iCal, or Outlook:

### 1 Go To Tasks List Page :

- Click [Tasks] from the top menu.

### 2 Select Your Calendar:

- Click your preferred calendar link at the top of the page.

The screenshot shows a web application interface for managing tasks. At the top, there is a search bar and navigation tabs for Transactions, Tasks, Unassigned, Unreviewed, Reports, and Reference. The main heading is 'Overdue and Upcoming Tasks' with a subtext '1-50 of 1605 tasks'. Below the heading, there is a search bar and a red box highlighting the text 'Sync tasks with your iCal, Outlook or Google Calendar'. The task list has the following columns: Due, Task, Transaction, and Checklist. The tasks listed are:

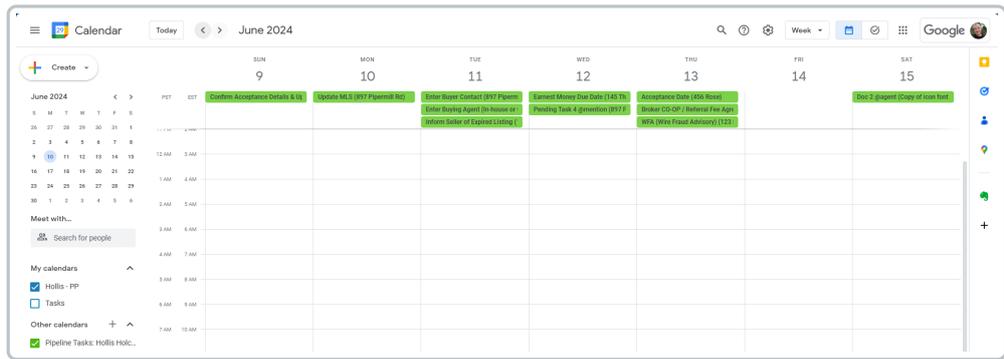
Due	Task	Transaction	Checklist
Tue 12/10	Notice to Prospective Buyer	1234 Mansion Road   Residential	Required Lis
Tue 12/10	Review HOA	1234 Mansion Road   Residential	Required Lis
Tue 12/10	Send congratulations mess...	1234 Mansion Road   Residential	Closing Che
Tue 12/10	Send congratulations mess...	1234 Mansion Road   Residential	Closing Che
Thu 12/12	Insurance	1234 Mansion Road   Residential	Residential I
Fri 12/13	Checklist Addition	1234 Mansion Road   Residential	All the dates
Wed 12/25	Notice to Prospective Buyer	1234 Mansion Road   Residential	Required Lis
Wed 12/25	Review HOA	1234 Mansion Road   Residential	Required Lis

### 3 Confirm Sync:

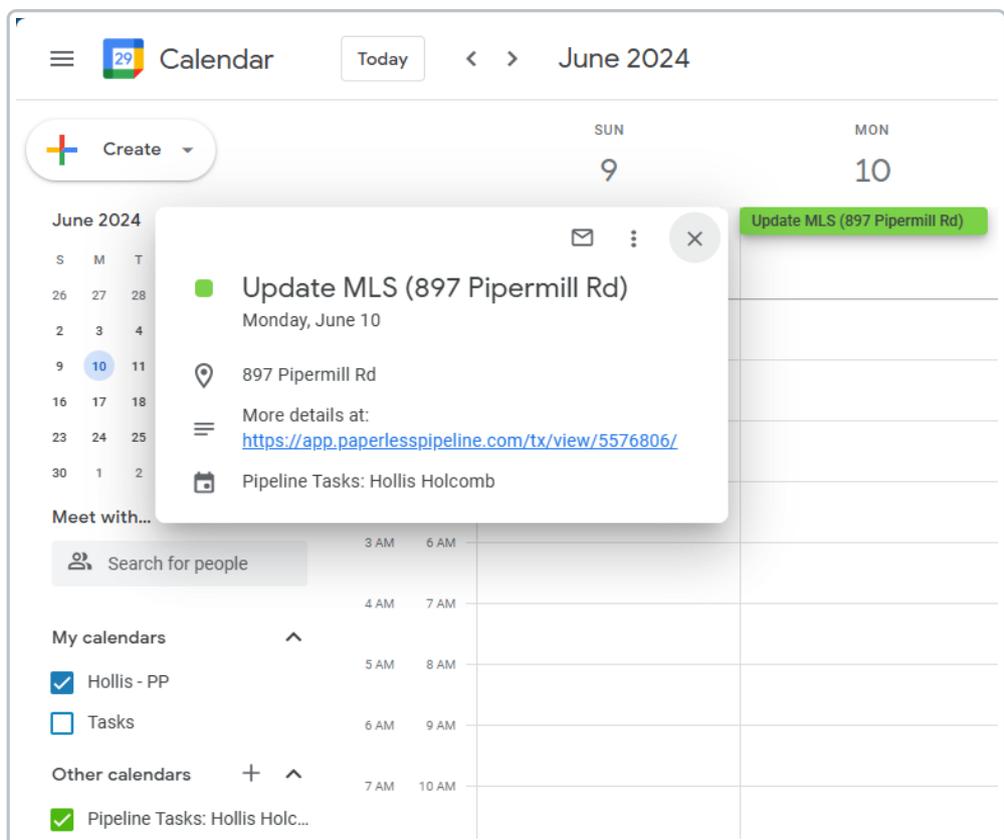
- When prompted by your calendar app, confirm you want to add or subscribe to the Paperless Pipeline calendar.

### 4 Stay Updated:

- Once confirmed, your tasks will be displayed in your calendar.



- Open a calendar entry to view the task's Transaction Name or Property Address, along with a link to view the transaction in Paperless Pipeline.



## Sync Specific Tasks Only

Sync specific tasks to your preferred calendar app for targeted task management.

**Who Can Do This:** Anyone can sync specific tasks with Google Calendar, iCal, or Outlook.

To sync only specific tasks with Google Calendar, iCal, or Outlook:

**1 Go to the Tasks Page :**

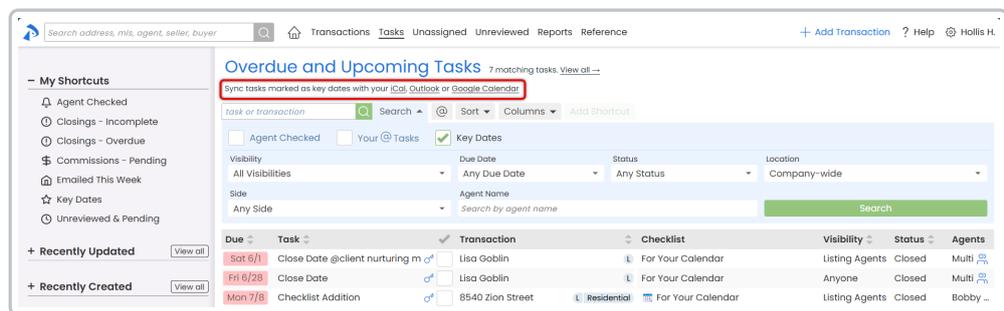
- Click [Tasks] from the top menu.

**2 Search & Filter Tasks:**

- Search and / or filter for the specific tasks you want to sync to your calendar app.  
[Learn more about Task Searching & Filtering →](#)

**3 Select Your Calendar:**

- Click your preferred calendar link at the top of the page.



**4 Confirm Sync:**

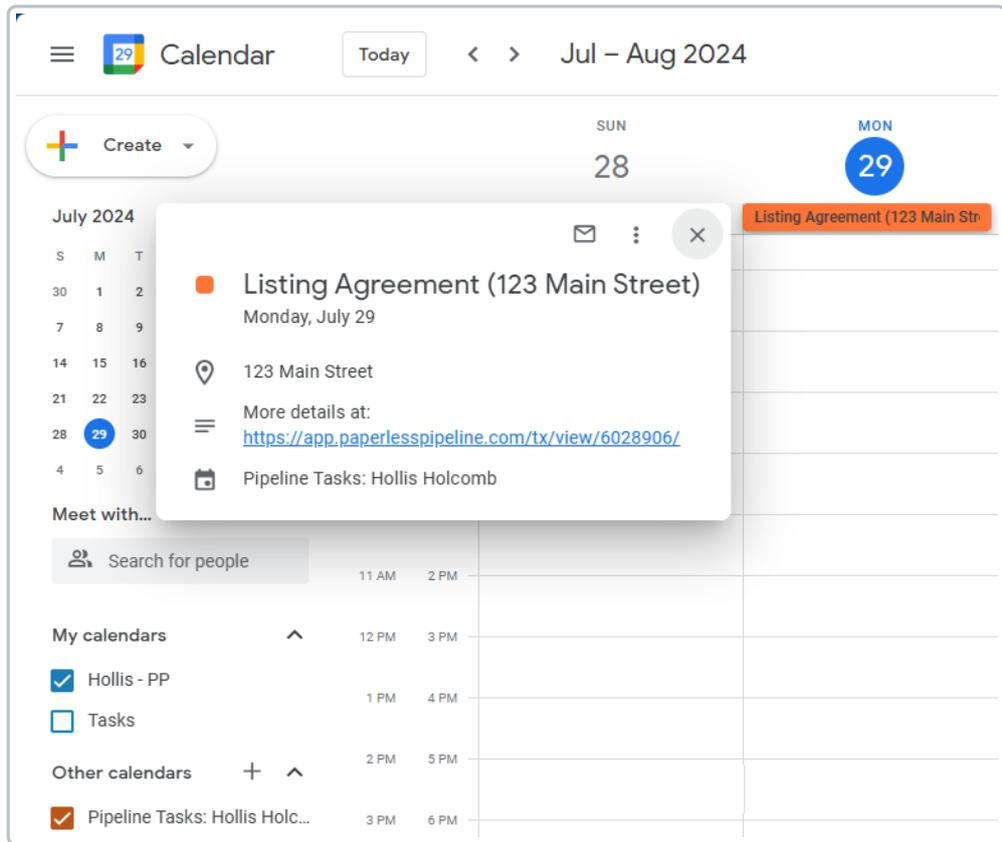
- When prompted by your calendar app, confirm you want to add or subscribe to the Paperless Pipeline calendar.

**5 Stay Updated:**

- Once confirmed, your tasks will be displayed in your calendar.



- Open a calendar entry to view the task's Transaction Name or Property Address, along with a link to view the transaction in Paperless Pipeline.



## Unsync Tasks

Unsync or unsubscribe previously synced Paperless Pipeline tasks directly from your calendar app.

**Who Can Do This:** Anyone who previously synced tasks to their calendar can unsync or unsubscribe from Paperless Pipeline tasks within their calendar app.

### Google Calendar

To learn how to delete or unsubscribe from a calendar in Google Calendar, check out [this Google Support article](#).

### iCal

For instructions on how to unsubscribe from a calendar subscription in iCal, read [this Apple Support article](#).

### Outlook

For guidance on deleting a calendar in Outlook, refer to [this Outlook Support article](#).