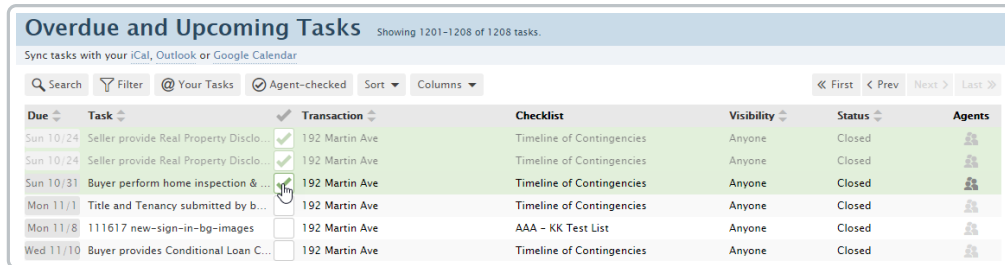


What's New (August 6, 2020)

Mark tasks as complete faster: Admins can now check tasks off directly from the *Tasks* page. The checkbox works the same as it does on transactions.



Overdue and Upcoming Tasks Showing 1201-1208 of 1208 tasks.

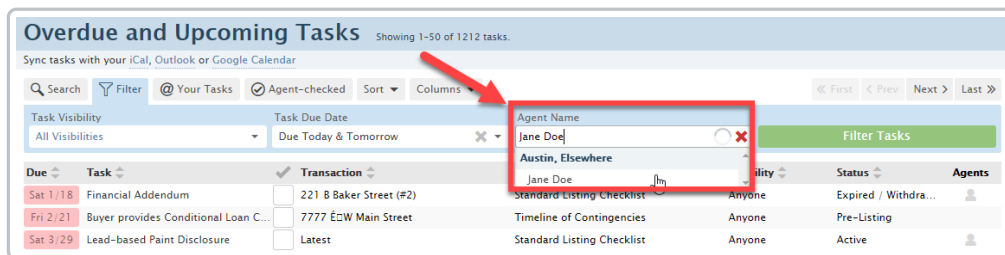
Sync tasks with your iCal, Outlook or Google Calendar

Search Filter @ Your Tasks Agent-checked Sort Columns

| Due | Task | Transaction | Checklist | Visibility | Status | Agents |
|-----------|--|--|---------------------------|------------|--------|--------|
| Sun 10/24 | Seller provide Real Property Disclo... | <input checked="" type="checkbox"/> 192 Martin Ave | Timeline of Contingencies | Anyone | Closed | |
| Sun 10/24 | Seller provide Real Property Disclo... | <input checked="" type="checkbox"/> 192 Martin Ave | Timeline of Contingencies | Anyone | Closed | |
| Sun 10/31 | Buyer perform home inspection & ... | <input checked="" type="checkbox"/> 192 Martin Ave | Timeline of Contingencies | Anyone | Closed | |
| Mon 11/1 | Title and Tenancy submitted by b... | <input checked="" type="checkbox"/> 192 Martin Ave | Timeline of Contingencies | Anyone | Closed | |
| Mon 11/8 | 111617 new-sign-in-bg-images | <input type="checkbox"/> 192 Martin Ave | AAA - KK Test List | Anyone | Closed | |
| Wed 11/10 | Buyer provides Conditional Loan C... | <input type="checkbox"/> 192 Martin Ave | Timeline of Contingencies | Anyone | Closed | |

[Learn how to check tasks on the Tasks page here →](#)

Filter tasks by agents: View only the tasks that belong to a certain agent while managing what they need to complete. Enter the agent's name into the *Agent Name* field on the *Tasks* page to work from that ideal list.



Overdue and Upcoming Tasks Showing 1-50 of 1212 tasks.

Sync tasks with your iCal, Outlook or Google Calendar

Search Filter @ Your Tasks Agent-checked Sort Columns

Task Visibility Task Due Date Agent Name

All Visibilities Due Today & Tomorrow Jane Doe

Austin, Elsewhere

Jane Doe

Standard Listing Checklist

| Due | Task | Transaction | Checklist | Visibility | Status | Agents |
|----------|--------------------------------------|--|----------------------------|------------|----------------------|--------|
| Sat 1/18 | Financial Addendum | <input type="checkbox"/> 221 B Baker Street (#2) | Standard Listing Checklist | Anyone | Expired / Withdra... | |
| Fri 2/21 | Buyer provides Conditional Loan C... | <input type="checkbox"/> 7777 E W Main Street | Timeline of Contingencies | Anyone | Pre-Listing | |
| Sat 3/29 | Lead-based Paint Disclosure | <input type="checkbox"/> Latest | Standard Listing Checklist | Anyone | Active | |

[Learn more about filtering tasks by agent here →](#)

View transaction tasks in the order they're due: Find the task you're working on faster by using the new [Sort by Date] option. Check the option for the tasks to be ordered by due date on every transaction. Uncheck the option for the list to return to it's default order.



View Transaction

Edit Transaction

Upload Docs

Assign Docs

New Offer

Transaction History

Deleted Docs

Received Emails (0)

Download Transaction

Manage Commissions

☐ Checklist scrolling ☒ Sort by date

Checklists 4/16 Add Checklist

— In contract

☐ Carrot Doc Name 7/31

☐ Appraisal received 8/12

☐ Survey received 8/17

633 Main Street Added on Oct 20, 2017 by M Last updated just now by Hol

Email docs and notes to this transaction: 4568212-111443-TX-79

MLS #: 111222

Label: Bakery

Status: Active

Side: Listing & Buying

Location: Austin, TX

Seller: Victoria A. Arthur

Buyer: fleeing

List Price: \$10,000

Sale Price: \$475,000

More Info

Cake Flavor:

Filling Flavor:

Frosting Flavor:

Other Notes:

Other Stuff: 33

[Learn more about sorting tasks by due date here →](#)

Plus other minor fixes and improvements throughout the system.