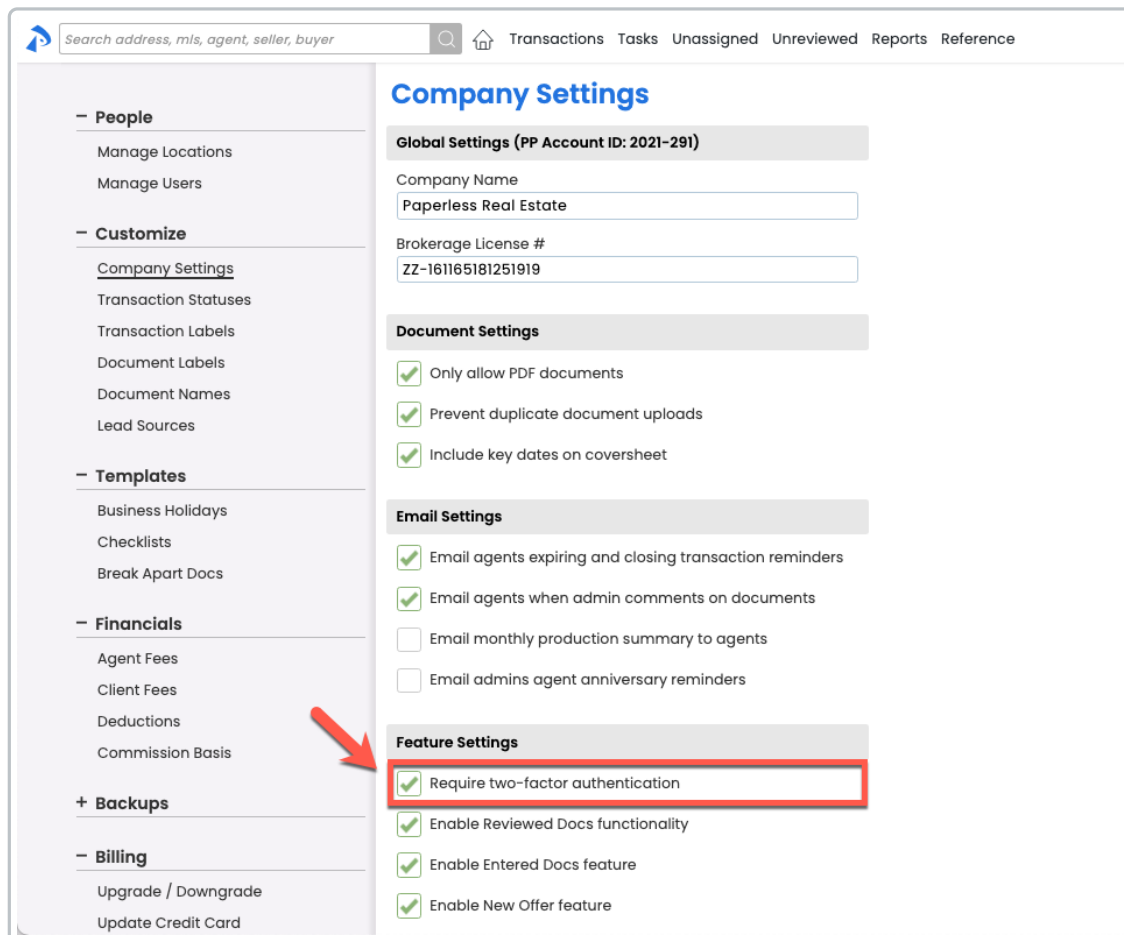


## What's New (February 13, 2022)

Enhance your account's security with two-factor authentication

Two-Factor authentication is an optional setting that adds an additional layer of security to your Pipeline account. When two-factor authentication is enabled on the [Company Settings page](#), all users that log in to your company's account will be required to provide the security code emailed to them in order to successfully login. Users can opt to have the system remember their device for 30 days, and admins can opt any individual user out of two-factor authentication from the user's Manage Users profile.



The screenshot shows the 'Company Settings' page in a web application. On the left is a sidebar menu with categories: People (Manage Locations, Manage Users), Customize (Company Settings, Transaction Statuses, Transaction Labels, Document Labels, Document Names, Lead Sources), Templates (Business Holidays, Checklists, Break Apart Docs), Financials (Agent Fees, Client Fees, Deductions, Commission Basis), Backups, and Billing (Upgrade / Downgrade, Update Credit Card). The main content area is titled 'Company Settings' and contains several sections: Global Settings (PP Account ID: 2021-291) with fields for Company Name (Paperless Real Estate) and Brokerage License # (ZZ-161165181251919); Document Settings with three checked checkboxes: 'Only allow PDF documents', 'Prevent duplicate document uploads', and 'Include key dates on coversheet'; Email Settings with three checkboxes: 'Email agents expiring and closing transaction reminders' (checked), 'Email agents when admin comments on documents' (checked), and 'Email monthly production summary to agents' (unchecked), plus 'Email admins agent anniversary reminders' (unchecked); and Feature Settings with four checkboxes: 'Require two-factor authentication' (checked and highlighted with a red box and a red arrow from the sidebar), 'Enable Reviewed Docs functionality' (checked), 'Enable Entered Docs feature' (checked), and 'Enable New Offer feature' (checked). The top navigation bar includes a search bar and links for Transactions, Tasks, Unassigned, Unreviewed, Reports, and Reference.

[Learn more about Two-factor Authentication here →](#)

View task completion status in the format that's most meaningful to you

Whether it helps you to view the PERCENTAGE or the NUMBER of tasks that are complete, it's now your choice! Click the Task Completion Status block in the upper right corner of a transaction checklist to toggle it to your desired format. If you change it, the system will remember and keep it that way.

**234 Arrow Road** Added on Feb 3, 2022 by Hollis Holcomb  
Last updated just now by Hollis Holcomb

Email docs and notes to this transaction: [4562059-111861-TX-2753@docs.paperlesspipeline.com](mailto:4562059-111861-TX-2753@docs.paperlesspipeline.com)

**General**

Status: Pending  
MLS #: 985674563  
Side: Listing  
Location: Paperless Real Estate

Listed On: Dec 1, 2021  
Accepted On: Feb 1, 2022  
Closes On: Feb 11, 2022

**Buyer & Seller**

Seller: G. Smith  
Buyer: B. Simpson

**Sale & Commission**

List Price: \$356,000  
Sale Price: \$350,000

**Contingency Dates**

Earnest Money Deposit Date: Jan 4, 2022

**More Info**

Lockbox - 456789

**Checklists** 72% ✓

**- Pending**

- ☐ Cooperating broker's commission agreement 2/6
- ☐ Commission disbursement authorization 2/6
- ☐ Extension of closing addendum (if applicable) 2/6
- ☐ Repair addendum (if applicable) 2/9
- ☐ Buyer Preapproval 2/6
- ☒ Show completed tasks →

Add doc name or task

**Listing Agents**

Get to your most urgent tasks faster

Click the new "View Overdue Tasks" bar directly from the [Home](#) page to jump right to your tasks that need the most attention.

**PAPERLESS**  
License #: ZZ-16165181251919

**- My Shortcuts**

- ☆ For Broker Review
- 🕒 Key Dates
- 🔔 New!

**- Recently Viewed**

- 234 Arrow Road
- 789 Third Street
- 456 Second Street
- Pre-Release Testing
- 654 Lake Road

**Admin & Support**

Paperless Admin  
hollis@paperlesspipeline.com  
(204) 703-8258

**Search Active Transactions**

**2 Transactions Closing In 7 Days →**

Show List ▾

**4 Tasks Due Today →**

234 Arrow Road 2 tasks  
789 Third Street 2 tasks

**14 Unassigned Documents →**

Show List ▾

**7 Unreviewed Documents →**

Show List ▾

**View All 4 Tasks Due Today →**

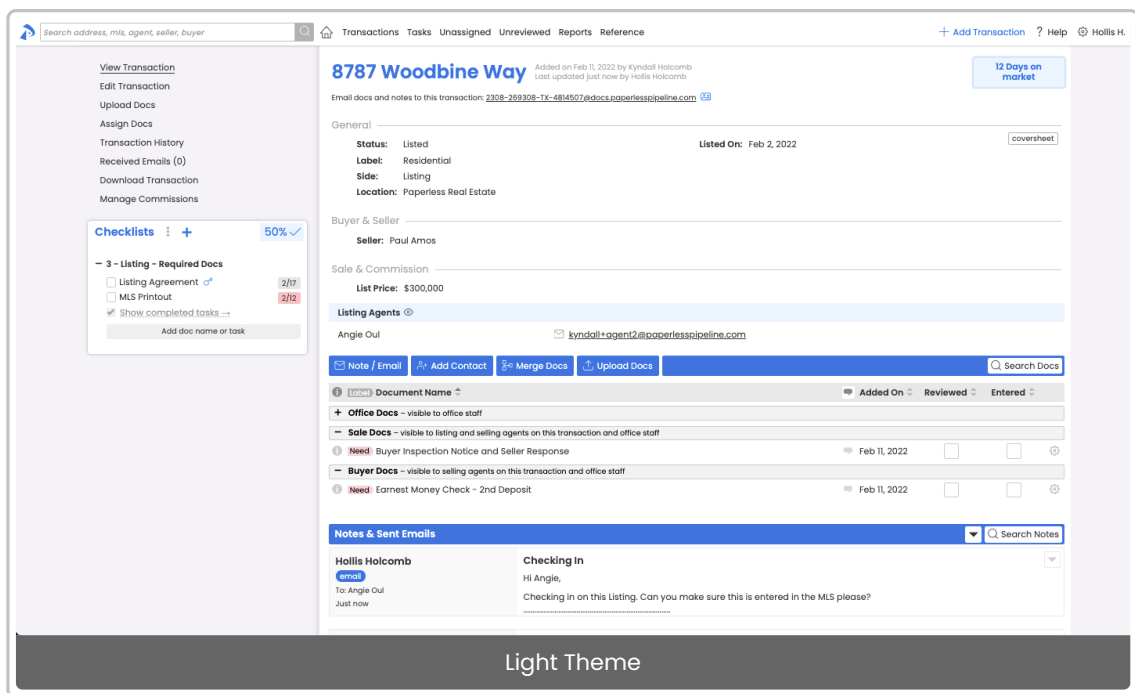
**View 11 Overdue Tasks →**

Hide List ▲

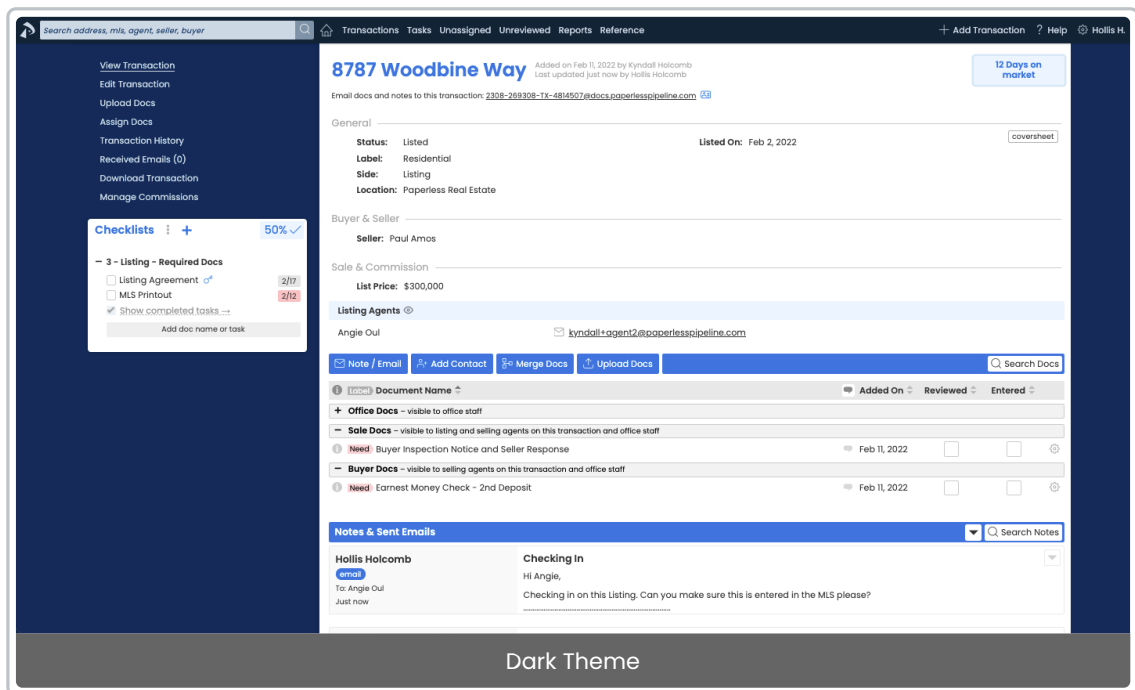
Color themes just got personal

Since people relate to their computer environment differently, every team member can now experience Pipeline based on the color theme that keeps them happiest and most productive. Each of your team members can select either the dark or light theme from their [Personal Profile](#).

*Light Theme:*



Dark Theme:



The Assign page received a mini-makeover

We did a little tidying up on the Assign page to streamline your document assignment process. The changes are subtle, so with the exception of the **list of assigned docs appearing at the TOP of the page instead of in Step 2**, you likely won't notice the differences.

# Assign Documents to a transaction

**Step 1** Choose a transaction. ?

Docs being assigned

Docs:  
all\_listing\_paperwork.pdf  
marketing\_timelines.pdf  
Admin\_Info\_tx.png

Search Advanced Search Filter

First Prev Next Last

Recently Assigned Transactions			Status	Complete	Agents	Location	Close Date
assign to →	1234 Lucky Lane (Wilson) (#2)	Residential - Single Family	Closed	4/27		Atlantic ...	Oct 14, 2021
assign to →	1234 Lucky Lane	Residential - Single Family	Fall Through	4/27		Atlantic	Sep 30, 2021