

What's New (April 7, 2024)

Enter Dual Buyers or Sellers Once and Forget It

When there are two buyers or two sellers on a transaction, you can enter them both directly on the *Add or Edit Transaction* page. Doing so will automatically add them as contacts on the transaction, saving you the time of entering their information in both places.

To add dual buyers or sellers, from the *Add or Edit Transaction* page, click [add buyer/seller contact(s)], then enter their information (address, email, phone, etc.) separated by the word **and**. When the transaction is saved, a new contact will automatically be added for each.

View the **i** tooltip below the Buyer / Seller fields for more details.

The screenshot shows a web form for adding or editing a transaction. The 'Buyer, Seller, Pricing, etc.' section is highlighted. In the 'Seller Name' field, 'Jim and Jane Zettelkasten' is entered. Below it, a link 'add seller contact(s)' is highlighted with a red box and a red arrow. A tooltip on the right explains: 'Click to add 1 or 2 "Seller" contacts. Only NAME is required. When adding 2 contacts, separate their information by "and" (e.g., John and Carrie Smith). Keep information in the same order for each field. If info is the same for both contacts, only enter once. Example: Joe Rogers and Mary Hilton 2115 Myrtle Lane, Oakwood, IL 61800 jrogers@realty.com and maryh@realty.com (217) 555-1212 and (217) 555-8833'. Other fields include 'Seller Address', 'Seller Email', 'Seller Phone', 'Seller Fax / Other', 'Buyer Name', 'List Price', 'Sale Price', and 'Total Commission'.

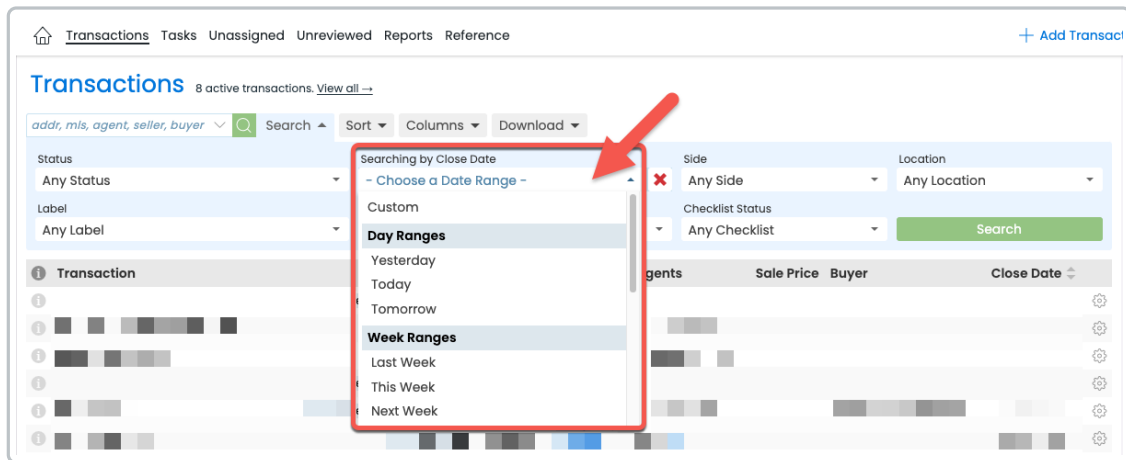
New Date Ranges Give You Instant Access to Transactions Within a Specific Number of Days

Four new relative date range options allow you to easily find transactions that are a certain number of days from the current date:

- Yesterday
- Next 7 days
- Next 14 days
- Next 30 days

Combine your date searches with other search options to isolate the exact transactions you're looking for. And since these ranges are relative to when the search is being run, you can save them as custom shortcuts for speedy access later.

[Learn more about Searching & Sorting Transactions →](#)



New Password Requirements Strengthen Your Account Security

We've updated our password requirements to adhere to the latest guidelines recommended by the National Institute of Standards and Technology (NIST). If your existing password doesn't meet the minimum requirements, you'll be prompted to create a new one the next time you log in.

Don't worry, we won't require you to concoct an arbitrary composition of numbers, symbols, uppercase/lowercase, etc. NIST has found that such strict requirements actually **do not** improve security. Ironically, they can do the opposite, leading people to create more uniform passwords to satisfy the criteria, making passwords easier to guess and harder to remember.

[Learn more about Login Security →](#)

Commission Module

Make the Important Parts of Your CDA Instructions Stand Out

The [1-click formatting tools](#) you've been enjoying when drafting your messages, company announcements, and email signatures are now available on your *CDA Instructions*.

Use the standard formatting icons to easily format and instantly preview visually compelling instructions to the title company or other readers.

Emphasize important information by adding headers, bold or italic text, links, horizontal lines, and bulleted and numbered lists.

ent, seller, buyer

TransactionsTasksUnassignedUnreviewedReportsReference

Total Commission

\$20,720.70

Transaction Commission Summary

Paperclip Realty charges the Flat Fee Commission for all transactions including unrepresented buyers. The only exception is unrepresented sellers.

Admin Info

Here is some admin information.

Amount\$

Company name / info

CDA instructions (to be shown above Payables)

AaBBI↔↺☰☷

When this commission disbursement is signed,
we authorize the total commission to be disbursed and delivered as indicated.

CDA instructions (to be shown below Payables)

AaBBI↔↺☰☷

Wire funds to:

- Account #: 1001001234
- Routing #: 012345678

Mail a copy of the closing paperwork to:
Old Pine Realty
101 Main Street
Anywhere, AS 123456

Saving commissions will also generate a Commission Disbursement Authorization.

Save Commissions