

What's New (February 4, 2024)

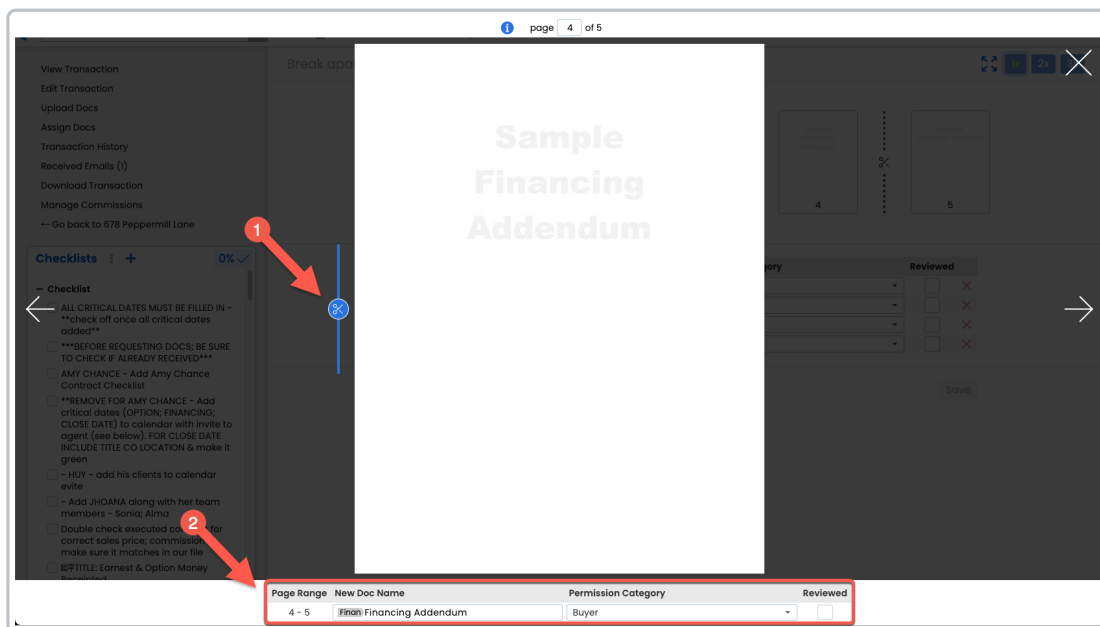
Break Apart: Split and Name Docs While Zoomed In

If you need to get a closer look at a doc as you're breaking it apart, you can now complete the entire process while zooming in on a single page.

You can now split, name, and assign permissions to your docs while you're navigating between full-sized pages. This allows you to specify your docs while taking a closer look at them vs. having to return to the grid view to split and name them, potentially disrupting your workflow.

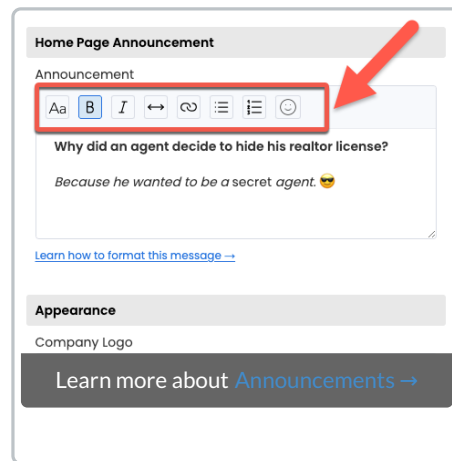
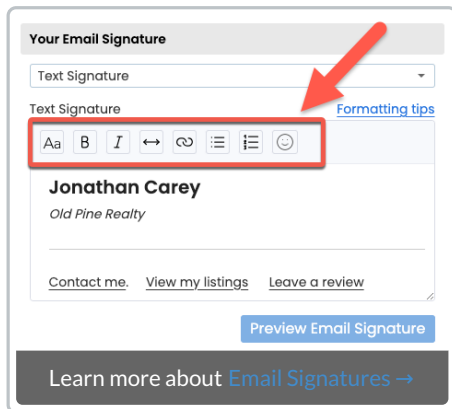
Of course, this zoomed-in method simply serves as an added convenience when needed. You can still break apart docs from the thumbnail grid to take advantage of the bird's eye view.

[Watch a 2-minute video on how it works →](#)



Easier Formatting is Now Available in More Places

The formatting tools you've been enjoying in messages are now available in your email signature and company announcements. Create visually appealing signatures and announcements by adding bold text, links, lists, emojis, and more using the standard formatting icons.



View Past and Future Commission Figures at a Glance

Need quick access to commission-related figures from three months ago or two months ahead? Access your *Commission Summary* across multiple months and years by clicking the forward and back arrows on the [Commission Summary](#) page.

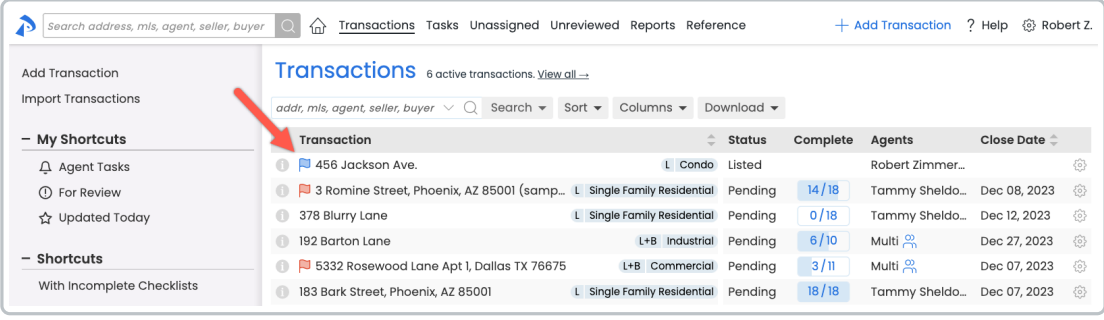
February 2024		January 2024	
Listing	1	Listing	8
Commission	\$0.00	Commission	\$43,700.00
Pending	0	Pending	0
Commission	\$0.00	Commission	\$0.00
Closed	2	Closed	3
Commission	\$48,000.00	Commission	\$57,000.00

Don't forget you can always access your comprehensive [Comparative Production Report](#). It allows you to measure seasonal performance by comparing figures for any given month across multiple years, as well as annual totals.

Preset Shortcuts Have Been Retired: Use Custom Shortcuts Instead

The six preset *Shortcuts* that previously resided [on the left Transactions menu](#) have been retired. Use your own *Custom Shortcuts* to create and quickly access any reports you regularly view.

[Learn more about Custom Shortcuts here →](#)



Search address, mls, agent, seller, buyer

Transactions Tasks Unassigned Unreviewed Reports Reference + Add Transaction ? Help Robert Z.

Add Transaction
Import Transactions

My Shortcuts
Agent Tasks
For Review
Updated Today

Shortcuts
With Incomplete Checklists

Transactions 6 active transactions. [View all](#)

addr, mls, agent, seller, buyer Search Sort Columns Download

Transaction	Status	Complete	Agents	Close Date
456 Jackson Ave. L Condo	Listed		Robert Zimmer...	
3 Romine Street, Phoenix, AZ 85001 (samp... L Single Family Residential	Pending	14 / 18	Tammy Sheldo...	Dec 08, 2023
378 Blurry Lane L Single Family Residential	Pending	0 / 18	Tammy Sheldo...	Dec 12, 2023
192 Barton Lane L+B Industrial	Pending	6 / 10	Multi	Dec 27, 2023
5332 Rosewood Lane Apt 1, Dallas TX 76675 L+B Commercial	Pending	3 / 11	Multi	Dec 07, 2023
183 Bark Street, Phoenix, AZ 85001 L Single Family Residential	Pending	18 / 18	Tammy Sheldo...	Dec 07, 2023

Only Allow Agents to See Messages on their Side

Need for notes and messages sent by agents on one side of a dual-sided transaction to be shielded from agents on the other side?

Set your account to automatically hide these messages from the other side's agents by turning on *Prevent agents from viewing other side's messages* under [Company Settings](#).

Transaction Settings

☐ Enable auto-expiration of transactions in Listed status
☐ Require transaction label
☐ Allow agents to change transaction status to closed, terminated, and expired
☒ Prevent agents from viewing other side's messages on transactions
☐ Only include completed transactions in monthly backups

Transaction name instructions

i If checked, agents on one side of the transaction will only be able to view their own messages, non-private messages sent by agents on the same side of the transaction, and messages from admins.

If unchecked, agents will be able to see both sides' non-private messages.

Commission Module

Track Agents' Progress Toward Commission Splits or Measure Their Total Brokerage Contributions

With the new *Agent Contribution* report, you can view agents' commission contributions to the brokerage during a given time period, as well as monitor how close they are to their *Next Commission Splits*.

Download an Agent Contribution report from the [Reports](#) area by clicking [Agent Contribution] on the left menu and selecting your desired options for the report.

	A	B	C	D	E	F	G	H
1	Agent Contribution				Report generated by Paperless Pipeline for Hollis Holcomb on			
2	Kings Coast Real Estate - Current fiscal year				Feb. 5, 2024, 10:49 a.m. ET			
3								
4	Agent Name	Start Date	Fiscal Year	Commission to Brokerage	Transactions	Current Split	Next Split Threshold	Amount to Next Split
5	Amanda Holmes	2024-01-01		\$490.50	1			
6	Bobby Summers	2024-01-01		\$9,030.00	2			
7	Christy Dennis	2024-01-01		\$2,920.50	2	80		
8								
9	Totals				\$12,441.00	5		
10								