

Zip Codes Extracted from Property Addresses

Paperless Pipeline automatically recognizes zip codes in transaction names for subsequent reporting and searching.

Add Zip Codes to Transactions

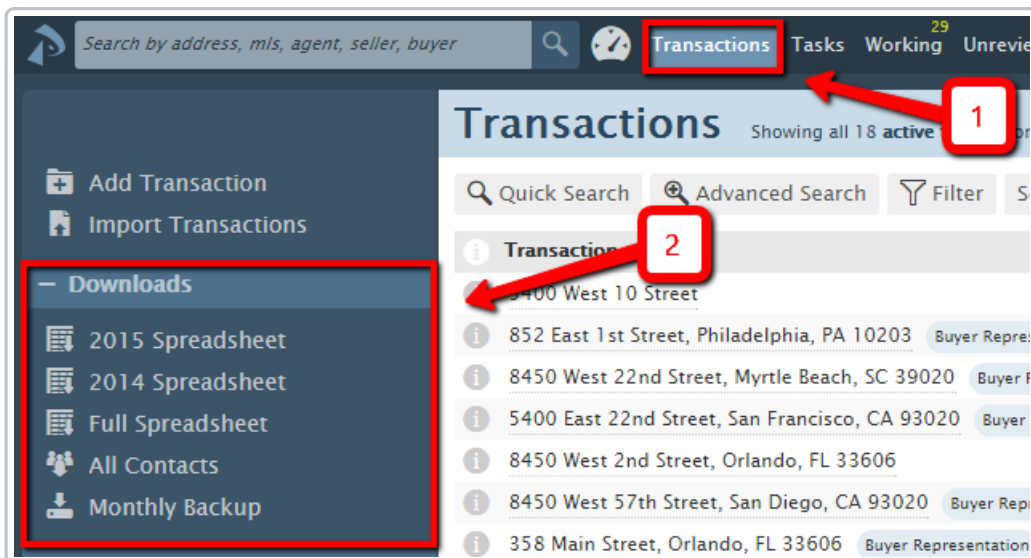
When you enter a 5-digit zip code preceded by a space at the end of a transaction name, Pipeline smartly recognizes the zip code for subsequent searching and reporting.

The screenshot shows the 'Edit Transaction' page for '1234 Copper Way'. The left sidebar contains navigation links: View Transaction, Edit Transaction, Upload Docs, Assign Docs, Transaction History, Received Emails (0), Download Transaction, and a link to go back to the transaction. Below the sidebar is a 'Checklists' section with a '9%' completion status. The main form area includes a 'Transaction Information' section with a 'Save Transaction' button. Fields include: Location (Bradley's Team), Transaction Name or Property Address (1234 Copper Way, Albany, OR 97321), MLS or Transaction Number (56465456), Status (Listed), and Label (Residential). A red arrow points to the zip code '97321' in the address field.

Download a Spreadsheet Report

To download a spreadsheet report including zip codes for each transaction:

- 1 Click [Transactions].
- 2 Click one of the spreadsheet download options from the left menu. The downloaded spreadsheet will include the zip code field, allowing you to sort and filter on it and any other fields, as desired.



Locate Transactions by Zip Code

To find transactions by zip code:

- 1 From the upper-left corner of any page in Pipeline, click inside the **Power Search** box to display the search options.
- 2 From the dropdown menu, select [zip:].
- 3 Enter the desired zip code, then click the [Magnifying Glass]. The resulting list will include all transactions with that zip code.

