

How to Sort Downloaded Transaction Spreadsheets

SUMMARY

A list of transactions and their details can be downloaded from Paperless Pipeline by admins. This article explains how to download and sort transaction spreadsheets.

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[How to Download Transaction Spreadsheets](#)

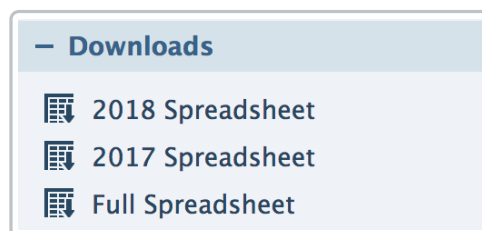
[How to Sort Spreadsheets](#)

[Pipeline Pro Webinar Recording: Spreadsheet Superpowers for your Pipeline Reports](#)

How to Download Transaction Spreadsheets

To download transaction spreadsheets in Pipeline:

- 1 Click Transactions from the top menu.
- 2 Click the desired spreadsheet option from the Downloads section of the left menu.
Download transactions that were created in the current or previous year or click "Full Spreadsheet" to download transactions regardless of the year they were created.



- 3 The spreadsheet will be downloaded to your computer.
- 4 Open the spreadsheet in Microsoft Excel or your preferred spreadsheet software. Filter and sort as needed to view the desired transactions (e.g., sort by close date to view transactions based on their close date).

How to Sort Spreadsheets

To sort data in spreadsheets downloaded from Pipeline:

- 1 Open the downloaded spreadsheet in your application of choice. For this example, we are

using [Microsoft Excel](#) →

- 2 Select the data to sort (be sure to select all cells that contain data, not just the column of data that the sort will be based on).
- 3 Click [Data] from the top menu.
- 4 Click [Sort].
- 5 Check the [my data has headers] checkbox.
- 6 Select the appropriate sorting options from the dropdown lists.
- 7 Click [OK]. The data will be sorted based on the options you specified.

	A	B	C	D	E	F	G	H
1	Coffee is for Closers Realty - 2017 Transactions							
2	Address	MLS/Transaction ID	Added On	Street	Zip	Location	Status	Status Changed
23	544 1st Street, Louisville, KY - Jones		2017-01-17	1st Street, Louisville, KY - Jones		Downtown Office	Deal fell through	2017-01-17 Listing
24	54 East 1st Street, Grand Strand, SC	3023092	2017-01-18	East 1st Street, Grand Strand, SC		Downtown Office	Closed	2017-03-13 Listing
25	5020 Biscayne Blvd, Miami, FL 33137		2017-01-25	Biscayne Blvd, Miami, FL 33137		Downtown Office	Deal fell through	2017-01-25 Listing
26	851 West Street		2017-02-01	West Street		Downtown Office	Closed	2017-02-01 Buying
27	135 Tyler Dr, Downtown, TX 75208	8250935/14	2017-08-10	Tyler Dr, Downtown, TX 75208		Downtown Office	Closed	2017-08-24 Listing & Buying
28	678 Who Drive, What City, TX 75555	5454365/568	2017-08-23	Who Drive, What City, TX 75555		Downtown Office	Closed	2017-08-24 Listing
29	1234 Peach Drive	565465	2017-08-29	Peach Drive		Downtown Office	Deal fell through	2017-08-29 Listing
30	987 Who Street, What City, TX 75555	565463/195	2017-09-01	Who Street, What City, TX 75555		Downtown Office	Pending	2017-09-01 Listing
31	7766 Kirby Drive, Dallas, TX 75205	178675633	2017-09-08	Kirby Drive, Dallas, TX 75205		Downtown Office	Closed	2017-09-12 Buying
32	987 Who Street, What City, TX 75555	565463/395	2017-09-18	Who Street, What City, TX 75555 (#2)		Downtown Office	Pending	2017-09-01 Listing & Buying
33	568 84th Place, Flower Mound, TX 75028	578842255	2017-09-26	84th Place, Flower Mound, TX 75028 (#2)		Downtown Office	Pending	2017-09-26 Buying
34	568 84th Place, Flower Mound, TX 75028	578842255	2017-09-26	84th Place, Flower Mound, TX 75028 (#2)		Downtown Office	Pending	2017-09-26 Listing
35	987 Who Street, What City, TX 75555	565463/395	2017-10-11	Who Street, What City, TX 75555 (#3)		Downtown Office	Pending	2017-09-01 Listing
36	1002CL Test Drive	623562356292	2017-05-29	Test Drive		North Park office	Closed	2017-08-14 Listing
37	6334 West Cedar Street, North 55555	56463232525	2017-11-15	West Cedar Street, North 55555		North Park office	Listing	2017-11-15 Listing
38	1650 Broadway		2017-05-15	Broadway		San Francisco	Pending	2017-12-13 Buying
39	25 Clay Street		2017-05-29	Clay Street		San Francisco	Closed	2017-12-12 Listing
40	1647 Trenton Way		2017-10-03	Trenton Way		San Francisco	Closed	2017-11-29 Buying
41	1 Wayne Manor, Gotham City, USA		2017-11-16	Wayne Manor, Gotham City, USA		San Francisco	Listing	2017-11-16 Listing
42	1600 Pennsylvania Ave		2017-12-12	Pennsylvania Ave		San Francisco	Pending	2017-12-14 Listing
43	1033 West End Island, South 55555	3456345634563456	2017-08-11	West End Island, South 55555		South Skyway office	Pending	2017-09-13 Listing & Buying
44	315 W Main Street		2017-05-10	W Main Street		West Cedar Office	Closed	2017-05-10 Listing

Not every spreadsheet application is the same, but the sorting process is usually similar to the steps outlined above. If you experience issues sorting your spreadsheet data, contact us at

Spreadsheet Superpowers for your Pipeline Reports

Macros, subtotals, and filtering, oh my! Tired of repeating the same steps to customize your downloaded Pipeline spreadsheets? This week, we'll unlock the game-changing tips and tools within spreadsheets that will allow you to produce the exact data you need in a fraction of the time.

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