

List Column Preferences

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Show the fields your job runs on and hide the rest. Your column choices are personal to you, and Pipeline holds them for next time.

Introduction

A transaction carries more fields than any one person reads in a day. A coordinator wants close dates and review status; a broker wants commission figures; neither wants to scroll past the other's work to find their own.

That's the job [Columns] does. Tick the fields you want on the page, clear the ones you don't, and Pipeline opens the list in that shape the next time you come to it. The choice sits with your own login, so shaping your page leaves everyone else's exactly as they had it.

Two things are worth knowing before you go looking for a control. The columns a page offers are the ones it has, and a value outside that set comes out in a download instead. Width isn't yours to set either, though there are three quick ways to get more of a long address on screen.

How It Works

Your column choices are a personal preference the page keeps, inside the set of fields that page offers.

Pick From What the Page Offers

[Columns] lists the fields that page can show. Check what you want, clear the rest, and click [Done]. A field you hide is still on every transaction — it's out of this view, not out of Pipeline. Where a page caps the extra columns you can add it says so at the cap, and the *Tasks* page takes four.

When the Value Isn't a Column

Some fields are deliberately kept off a list to keep it readable, and **List Price** is the one asked about most. Download the list as a Transaction Spreadsheet and it's there in full, alongside every other field on the transaction. Sorting is the other route: sort a list on a field and that field comes onto the page with it.

Width Follows Your Window

Columns size themselves to the browser window rather than to a setting, so a long property address arrives trimmed on a narrow screen. Maximizing the window and resetting zoom to 100% both give the page more room, and hiding a column lets what's left spread out. Printing takes the columns you're showing.

Fit More of a Long Address on Screen

Get more of a trimmed address or transaction name visible without leaving the list.

Who Can Do This: Anyone who can see the list.

To fit more of a long address on screen:

1. Maximize your browser window. The page sizes itself to the window, so a wider window is more room per column.
2. Reset your browser zoom to 100%. Zoomed in, the page has fewer pixels to lay out and trims more.
3. Click [Columns], clear a column or two you don't need today, and click [Done].
4. Check the result. The remaining columns spread into the space the hidden ones were using.

Set the columns for the task in front of you rather than for every task at once, and the ones you're reading get the width.

Shape the Transactions Page

The Transactions page is where most people set their columns for the first time, and its own article carries the steps and what each field holds.

The Transactions page lists every transaction you have access to — shaped by the columns you pick, the order you sort, and the scope you set.

See [Transactions List](#)

Put the Rows in the Order You Work Them

Columns decide what the page shows; sorting decides what's at the top of it, and the two are set separately.

Sort any list on the column that matters to the job in front of you. Which lists hold that order for next time, and which start fresh, is worth knowing before you set one.

See [List Sorting](#)

List Column Preferences Troubleshooting

Running into a problem? Start here.

- [My List Sort or Columns Aren't What I Set](#)
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