Transaction Details FAQ

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What you can see and change on a transaction depends on your role. Answers to the common questions about who can view and edit, admin-only fields, and finding inactive transactions.

Who can edit a transaction?

Agents added to the transaction, and admins. Open the transaction and click [Edit Transaction] to make changes.

Why can't I edit a certain field?

Some fields are limited by your role — a number of them are admin-only. If you need to update a field and don't have the option, ask your admin to make the change for you.

Can agents see transactions they aren't on?

No — agents see the transactions they've been added to. Admins can view all transactions in a location, based on their permissions.

How do I find an older or inactive transaction?

Search for it. Active transactions appear on your Transactions list; inactive ones don't, so search by name or address to pull them up.

Learn More

See and update the information that makes up a transaction — its dates, prices, agents, docs, and more.

See Transaction Details

Still Have Questions?

Didn't find your answer above? Email us at help@paperlesspipeline.com and we'll help.