Remember the Last Sort Order of Transaction Docs

SUMMARY

Pipeline will automatically remember the last sort option you used on a transaction's docs. Whenever you go to any transaction, its docs will be sorted by your last sort order.

Sort Transaction Docs

In the docs section of a transaction, you can sort based on label, document name, doc creation date, and reviewed status. To sort the docs:

1 Click the desired column's name.



2 Click the same column name to toggle between ascending and descending orderFor example, click "Added On" to sort the docs by most recent to least recent. Click it again to show the oldest doc at the top and newest at the bottom.

Note / Email 🔄 Add Contact 🔄 Merge Docs 📑 Upload Docs	
1 Document Name 🗢 🥌	Added On Reviewed
- Listing Docs - visible to listing agents and office staff	
Missini Keybox Authorization By Tenant	🗭 Aug 20, 15 🖌 🖌
P Lead Based Paint Addendum	🔍 Aug 20, 15 🛛 🗸

When you leave the transaction, Pipeline will remember your previous sort preference. Later when you return to any transaction, the documents will be sorted by that saved sort order.