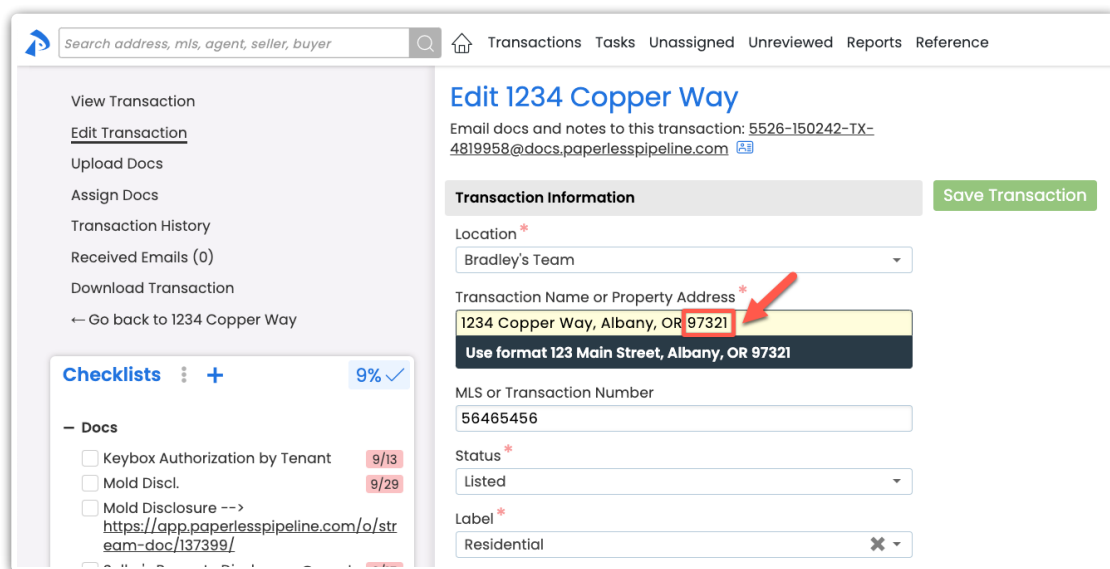


Zip Codes Extracted from Property Addresses

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.

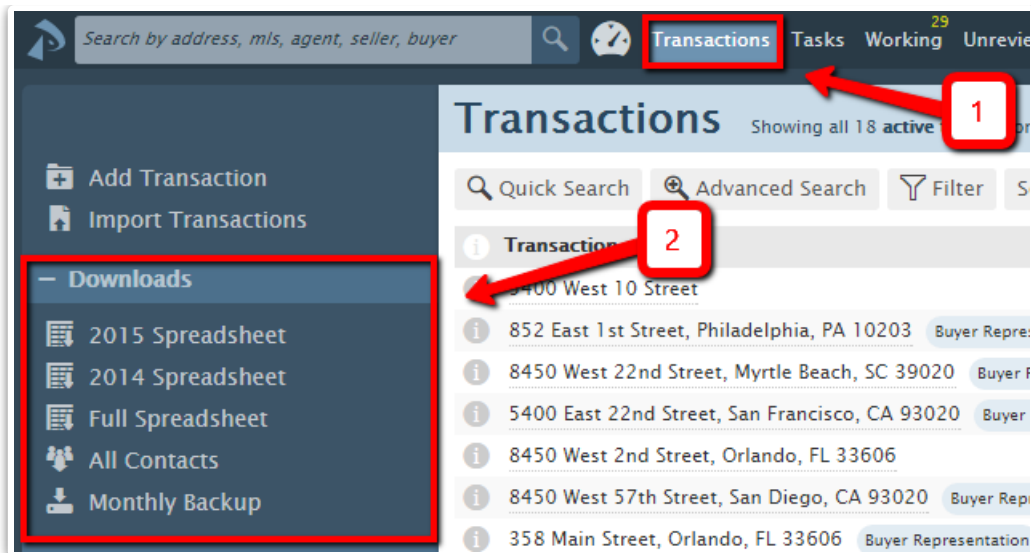


The screenshot shows the 'Edit 1234 Copper Way' transaction page. The 'Transaction Name or Property Address' field contains '1234 Copper Way, Albany, OR 97321', with the zip code '97321' highlighted in yellow and a red arrow pointing to it. Below this field, a tooltip suggests the format: 'Use format 123 Main Street, Albany, OR 97321'. The form also includes fields for 'Location' (Bradley's Team), 'MLS or Transaction Number' (56465456), 'Status' (Listed), and 'Label' (Residential). A 'Save Transaction' button is visible in the top right corner.

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.

