

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.

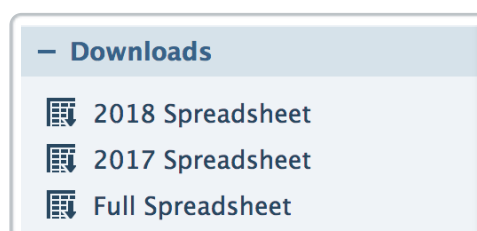
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How to Download Transaction Spreadsheets

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							
	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	5023092	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, 8230936/14		2017-08-15	Tyler Dr, Downtown, TX 8230936/14		Downtown Office	Closed	2017-08-24 Listing & Bu
28	678 Who Drive, What City, 54543657568		2017-08-23	Who Drive, What City, TX 55555		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, 87463195		2017-09-01	Who Street, What City, TX 87655		Downtown Office	Pending	2017-09-01 Listing
31	7766 Kirby Drive, Dallas TX, 87675633		2017-09-08	Kirby Drive, Dallas TX, 87675655		Downtown Office	Closed	2017-09-12 Buying
32	987 Who Street, What City, 87163395		2017-09-18	Who Street, What City, TX 87655 (#2)		Downtown Office	Pending	2017-09-01 Listing & Bu
33	568 84th Place, Flower Mound TX 75028 (#2)	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 (#3)	8842255	2017-09-26	84th Place, Flower Mound TX 75028 (#3)		Downtown Office	Pending	2017-09-26 Listing
35	987 Who Street, What City, 87463395		2017-10-11	Who Street, What City, TX 87655 (#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	6234 West Cedar Street, 56463232525		2017-11-15	West Cedar Street, North 55555		North Park office	Listed	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	Listed	2017-11-16 Listing
42	1000 Pennsylvania Ave		2017-12-12	Pennsylvania Ave		San Francisco	Pending	2017-12-14 Listing
43	1033 West End Island, South B 05223	3156315631563156	2017-08-11	West End Island, South B 05223		South Skyway office	Pending	2017-09-13 Listing & Bu
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 help@paperlesspipeline.com

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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[View more Pipeline Pro Webinars here →](#)