

# Hide Completed Tasks from Transaction Checklists

## SUMMARY

Completed tasks can be set to be hidden on transaction checklists. Hiding completed tasks reduces clutter and makes checklists easier to manage.

## IN THIS ARTICLE

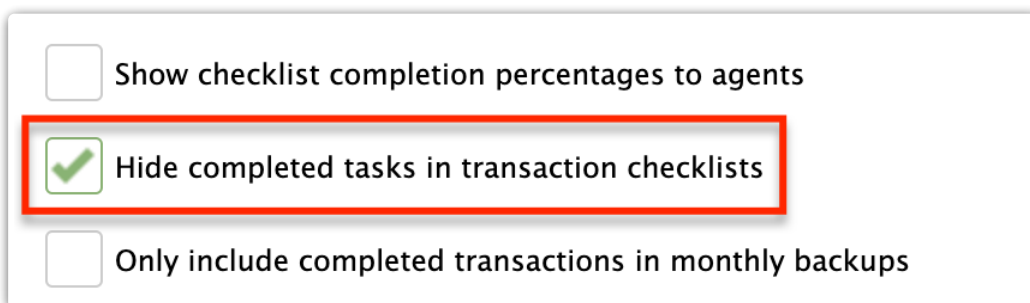
[Setting Completed Tasks to Be Hidden](#)

[Viewing Completed Tasks](#)

## Setting Completed Tasks to be Hidden

Master Admins can set their account to hide completed tasks by default on transaction checklists.

- 1 Go to [Admin / Settings](#) by clicking your name in the upper right corner, then [Admin / Settings].
- 2 Check the option to “Hide completed tasks in transaction checklists”.



A screenshot of a settings panel with three options, each with a checkbox. The middle option, 'Hide completed tasks in transaction checklists', is checked and highlighted with a red rectangular border. The other two options are unchecked.

- ☐ Show checklist completion percentages to agents
- ☒ Hide completed tasks in transaction checklists
- ☐ Only include completed transactions in monthly backups

- 3 Scroll down and click [Save Settings].

## Viewing Completed Tasks

When an account is set to hide completed tasks, completed tasks will be hidden by default on transaction checklists. To view completed tasks, click “Show completed tasks”.

View Transaction

Edit Transaction

Upload Docs

Assign Docs

New Offer

Transaction History

Received Emails (0)

Download Transaction

☒ checklist scrolling

Checklists 4/19

Add Checklist

— Austin New Listing Checklist

☐ Seller's Property Disclosure

☐ Agency Disclosure

☐ Lead-based Paint Disclosure

☐ Mold Disclosure

☐ Lockbox Keys

☐ Listing Agreement @jsmith @office staff

☐ Financial Adendum

☒ Show completed tasks →

Add doc name or task

To hide completed tasks that have been shown, refresh the page.

