

Marking Docs Reviewed

Mark docs as Reviewed to show they've been checked for accuracy, completeness, and compliance.

Introduction

Marking a document as Reviewed signals that your team has looked it over and confirmed everything is accurate, complete, and in line with your brokerage's compliance standards. It's a simple but powerful way to create accountability, prevent errors, and keep transactions moving forward with confidence.

In Paperless Pipeline, the Reviewed checkbox is your tool for maintaining clean files, flagging incomplete submissions, and protecting your brokerage during audits.

Review Docs from the Transaction View Page

Review documents from the Transaction View Page.

Who Can Do This: Admins with *Review Docs* permission.

To mark a doc as Reviewed on a transaction:

Go to the Transaction

- Open the transaction where you need to take action.

Do That

- Something else.

Review Docs from the Unreviewed Page

Review documents from the Unreviewed Page.

Who Can Do This: Admins with *Review Docs* permission.

To mark a doc as Reviewed on the Unreviewed Page:

Go to the [Unreviewed Docs Page](#)

- Click [Unreviewed] from the top menu.

Do That

- Something else.