

Doc Labels FAQ

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Doc Labels are the color-coded tags an admin names once and anyone can apply, sort by, and search on. Answers to the common questions about the limit, the colors, who can label a doc, and how a label differs from a permission category.

How many doc labels can I have?

14. That's the full set, and it's the same for every account. When 14 isn't enough, some offices add an emoji to the doc name to code a doc beyond the labels.

Can I change the label colors?

No — the colors are fixed. You name each one, but there's no color picker and no way to add a color. If a color is hard for you to tell apart, choose the ones with the strongest contrast for the labels you use most, and tell us at help@paperlesspipeline.com — that feedback shapes what we build.

Can agents create their own doc labels?

No, admins name the labels. Agents can apply the labels that exist to docs they uploaded, up until an admin marks the doc as Reviewed. After that, an admin makes label changes.

Why can a teammate label some docs but not others?

Labeling follows the same rule as editing a doc. An agent can label the docs they uploaded and assigned, and only while those docs are still unreviewed. Docs someone else uploaded, or that an admin has already reviewed, need an admin.

What's the difference between a doc label and a permission category?

A label organizes; a category controls who can see the doc. Permission categories are fixed and can't be renamed or added to, so when you want to group docs by type — disclosures, closing documents, leases — a label is the right tool.

Can I change labels on several docs at once?

Yes on the Unassigned page, no inside a transaction. From Unassigned, check the docs and use [Bulk Label]. On a transaction, docs are labeled one at a time.

What happens to a label when I break the doc apart?

Every piece keeps the original's label. The label carries over to all the resulting docs, and there's no setting to stop that — so if the label doesn't belong on the parts, remove it from each one afterward.

Can I use labels as folders?

Labels are as close as Pipeline gets. There are no folders or subfolders inside a transaction. Label the docs, then sort or search by label and they come together as a group.

Learn More

Color-coded tags you name once and apply to any doc, so your team can spot, sort, and filter documents at a glance.

See [Doc Labels](#)

Still Have Questions?

Didn't find your answer above? Email us at help@paperlesspipeline.com and we'll help.
