

Unassigned Docs Search

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Fifty rows in the queue and you want one of them. The Unassigned page has its own search field and sortable columns, and both behave in ways worth knowing before you decide a doc isn't there.

Introduction

Most days you don't search the queue, you clear it. The moment it runs long, though, or somebody asks where a particular disclosure went, you want to land on one row without scrolling past forty others.

Two tools do that work, and they're good at different jobs. Search pulls up a doc by name, which is the fast route when you know what the document is called. Sorting re-orders the whole queue, which is the better one when you're after a group rather than a single file: every page that came in for the same property, or everything one person sent this morning. Knowing which to reach for is most of the skill.

The payoff is a long queue that behaves like a short one. The reason it's worth knowing how each tool matches is the conversation waiting at the other end of a failed search. A doc that doesn't come up has usually not gone missing, it just arrived named something other than what you typed, so an empty result is a question rather than an answer.

How It Works

Search narrows the list; sorting re-orders it. Neither changes what's in the queue.

Search Matches the Doc's Name

The search field reads the doc's filename and matches what you type as one continuous string, so the shortest distinctive word finds more than a phrase does — `gold` turns up `Gold_Dust.pdf`. It covers this queue only: once a doc is assigned it leaves the list, and Pipeline's main search is what finds it from there.

Sorting Re-Orders the Whole Queue

Click a column heading and the list re-orders straight away, for that visit — there's no saved or per-account default sort. Sorting by **Email Subject** or **Source** is the one that earns its keep: when people put the property address in the subject line, everything for that address stacks together and works through in one pass.

The Columns Are Fixed

The list carries the columns it carries, and you can't trade one for another — a transaction's status in place of *Location*, for instance. Doc labels or a subject-line convention carry routing information the columns don't, and hovering over a doc's assign button shows the property it's tied to. A narrow browser window drops the less-used columns; maximize it and they come back.

Search the Unassigned List

Search the queue instead of scrolling it when you know roughly what the doc is called.

Who Can Do This: Anyone who can see the *Unassigned* page.

To search the Unassigned list:

1. Click [Unassigned] from the top menu.
2. Type part of the doc's name into the search field. Use one distinctive word rather than a phrase — spaces and underscores aren't interchangeable.
3. If nothing comes back, clear any location filter and search again.

Matching docs stay on the list and the rest drop away. If the doc still isn't there, it's already been assigned or deleted.

Sort the Unassigned List

Re-order the queue to group related docs together while you work through them.

Who Can Do This: Anyone who can see the *Unassigned* page.

To sort the Unassigned list:

1. Click [Unassigned] from the top menu.
2. Click the heading of the column you want to sort by.

The list re-orders straight away. It's a per-visit choice — leave the page and it goes back to the default order.

Find a Doc That's Already Left the Queue

A search that comes back empty often means somebody filed the doc while you were looking for it. At that point the question changes: not where is it, but who put it somewhere and where did it go.

Every doc filed out of Unassigned leaves a record — search it by doc, by transaction, or by the person who did the filing.

See [Assignment History](#)

Unassigned Docs Search FAQ

Search on the Unassigned page matches doc names, sorting lasts for one visit, and the columns are what they are. Answers to the common questions about finding a doc in the queue.

See [Unassigned Docs Search FAQ](#)
