

Unreviewed Docs List FAQ

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The *Unreviewed* page holds every doc waiting on an admin's sign-off, and a doc leaves it only when someone checks **Reviewed**. Answers to the common questions about who can see the list, what stays on it, clearing a backlog, and where the old doc counts went.

Who can see the Unreviewed page?

Admins with the **Review docs** permission. Without it the tab doesn't appear at all, which is why agents never see the page. If an admin also needs docs from transactions they aren't on, they'll need **View All Transactions** for that location too.

How does a doc leave the list?

Only by being marked **Reviewed**. Docs don't drop off on their own when a transaction closes or changes status — someone has to check the box and save it.

Do docs on closed transactions still show up?

Yes. Docs uploaded to Closed, Fell Through, and Auto Expiry transactions still appear on the list and still count toward your unreviewed total. Status doesn't clear anything; review does.

Can I mark a whole batch of docs reviewed at once?

Not from inside Pipeline. Review is document-by-document by design. For a real backlog, email us the rule you want applied — every doc assigned before a date, or every doc on a closed transaction — and our tech team can bulk-mark them for you.

Can I delete a doc straight from the Unreviewed page?

No. Click the transaction name next to the doc to open the transaction, then delete the doc there.

Can I download a doc without opening its transaction?

Yes. Click [Gear] to the right of the document name, then [Download]. That works the same way in *Unassigned Docs* and on the *Reference* page.

Why does Pipeline slow down when our list gets long?

A large unreviewed pile is the most common cause of account-wide slowness. Keep unreviewed docs under 5,000. If you're well past that, contact us with a clearing rule and we'll handle it in one pass.

Where can I see who reviewed a doc?

In the transaction's *Transaction History*. Every doc on this page belongs to a transaction, so reviewing and unreviewing are recorded there rather than on the list itself.

Where did the unreviewed doc count in the top menu go?

It was retired in June 2020, and the *Home* page replaced it. Recalculating those counts on every click for every user was a real drag on performance, and there are no plans to bring them back. *Home* shows your current unassigned and unreviewed counts with a [Show List] option.

Learn More

Every doc assigned to a transaction lands on the *Unreviewed* list and stays there until an admin signs off on it — one running worklist of what's outstanding across your whole office.

See [Unreviewed Docs List](#)

Still Have Questions?

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