

Unreviewed Docs Search FAQ

Last Modified on 09/04/2026 11:08 am EDT

The *Unreviewed* page has its own search box, its own filters, and sortable columns, and none of them carry over to your next visit unless you save the view. Answers to the common questions about empty search results, default sort order, and the filters the page doesn't have.

Why does searching for a document name return nothing when I know the docs are there?

You're probably searching in the wrong box. The search at the top of Pipeline looks for transactions. The *Unreviewed* page has its own search tab — use that one and partial document names match.

The page says no docs match my search criteria, but I didn't search. What does that mean?

It means nothing is waiting for review. The message mentions a search even when you haven't run one. If you've just worked the list down, that's the finish line.

Can I save a filtered version of the list?

Yes. Set the search, filter, and sort the way you want them, then save that view as a shortcut. It reopens with the same view in one click from your *Custom Shortcuts* menu.

Can I set a default sort order so the page always opens the way I want?

No. There's no persistent sort preference — every visit starts on the default order. Set the sort you want once, save it as a shortcut, and open the page from there instead.

Can I filter to show only docs with no label?

No. There's no "no label" filter on the *Unreviewed* or **Unentered Docs** views. You can filter by a specific label, but not by the absence of one.

Can I sort or filter the list by agent?

No. More than one agent can be on a transaction, so there's no single agent to sort by. Offices that need this use a doc label per agent or team and filter on the label instead.

Can I sort or filter by transaction side?

No. Side isn't available as a sort or a filter on this page, and there's no report of unreviewed docs broken out by side.

Can I add a different date column to the Unreviewed page?

No. Close Date is the only date column the page supports. Other dates, including custom date fields, can't be surfaced as a sortable column there.

Can I see who assigned a doc?

Yes, by hovering. There's no "Added By" column on this page, but hovering over a doc's **Assigned On** timestamp shows who assigned it.

A column disappeared from the list. Where did it go?

Your browser window is probably too narrow. Pipeline hides lower-priority columns to fit. Widen the window, or uncheck **Automatically adjust views based on screen width** in your Personal Profile.

Learn More

The *Unreviewed* page carries its own search, filters, and sortable columns, so a list hundreds of docs long becomes the handful you want to work first.

See [Unreviewed Docs Search](#)

Still Have Questions?

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