Doc Break Apart

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One scanned stack, many documents. Break a doc apart to split it into separate docs, pull out the pages you need, and name each one as you go.

Introduction

A scanner doesn't know where one document ends and the next begins, so a single upload arrives holding the contract, two addenda and three disclosures. Signature packets come back the same way, in the shape they were sent out.

Splitting that used to mean taking the file back out of Pipeline, cutting it up in another program, and uploading the pieces again. Break Apart does it where the doc already lives. You page through it on screen, cut wherever one document ends, and name each piece as you go, so what comes out is properly named docs rather than *part 1* and *part 2*. Pages you don't want get left out on the way.

It works on transaction docs and on unassigned docs alike, so a packet can be sorted out before it ever reaches a deal. Your original stays where it was, untouched, which means a cut you're unhappy with costs you a second pass rather than the document. It's also what people reach for when a PDF refuses to split anywhere else.

How It Works

What You Can Break Apart

Any doc, wherever it sits — on a transaction, or on the Unassigned page before it's filed anywhere. Break Apart opens from the doc's own [Gear] menu and lays out every page as a thumbnail you can zoom in on.

What You Do Before You Save

Page through the doc and cut it wherever one document ends. The same controls work in the full view and zoomed in on a single page.

Control	What it does
Scissors	Splits the doc between two pages. Each new document's page range appears in the list below.
[↻] and dragging	Turns a page, or moves it. Easiest while the doc is still in one piece.
[X]	Drops a page range so those pages don't become a doc.
[Manual Mode]	Sets first and last pages by hand, for ranges that overlap or a page that belongs in two docs.

What You End Up With

Properly named docs in the docs list, each one named by you as you cut — your office's standard doc names come up as you type. The original stays put unless you check [Delete original doc].

Break Apart a Doc

Split one doc into several, dropping any pages you don't need and naming each new doc as you go.

Who Can Do This: Admins, for any doc. Agents with the upload docs permission, for unassigned docs they uploaded. Agents with the assign docs permission, for docs they uploaded that are on a transaction and not yet reviewed.

To break apart a doc:

1. Go to the doc on the transaction or the Unassigned page.
2. Click the doc's [Gear], then [Break Apart].
3. Look the doc over — adjust the thumbnail size from the upper-right corner, and click any page to zoom in on it.
4. Optionally, hover a page and click [↻] to rotate it, or drag a page to move it. Do this before you start cutting.
5. Click the scissors between pages wherever a new document should begin. Each new doc's page range appears in the list below.
6. Name each new doc in that list.
7. Optionally, click [X] beside any page range you don't want to keep.
8. Optionally, check [Delete original doc] if you won't need the source file afterward.
9. Click [Save].

Your new docs appear in the docs list, where you can name, label, review, and manage them like any other doc.

Break Apart a Doc With Repeating or Overlapping Pages

Set page ranges by hand when they overlap, or when the same page needs to appear in more than one of the new docs.

Who Can Do This: Admins, for any doc. Agents with the upload docs permission, for unassigned docs they uploaded. Agents with the assign docs permission, for docs they uploaded that are on a transaction and not yet reviewed.

To break apart a doc with repeating or overlapping pages:

1. Open the doc's break-apart view and split it as far as the scissors will take you.
2. Click [Manual Mode].
3. Set each new doc's page range by choosing its first and last page, and name it.
4. Click [add more rows] for each additional doc you need, then set its range and name.
5. Optionally, click [X] beside any page range you don't want to keep.
6. Optionally, check [Delete original doc] if you won't need the source file afterward.
7. Click [Save].

Your new docs appear in the docs list, including any page you used more than once.

Fix One Page in a Document

To reorder pages, move a page, or delete a page from a PDF that's already in Pipeline, use Break Apart. Cut around the page, drop it or put it where it belongs, then merge the pieces back into one doc.

Page four came through unsigned and the other nineteen are fine. Break the document apart around the bad page, then merge it back together — no rescanning the whole packet.

See Fix a Single Page in a Document Already in Pipeline

Frequently Asked Questions

How do I delete a page from a document?

Break the doc apart and leave that page out. Split the doc into ranges, click [X] beside the range holding the unwanted page, and save. If you want a single file again afterward, merge the pieces back together.

Where is the break apart option?

On the doc's own gear menu. Click the doc's [Gear], then [Break Apart] — the same way from a transaction and from the Unassigned page.

Can agents break apart docs, or is it admin-only?

Agents can, within limits. An agent with the upload docs permission can break apart unassigned docs they uploaded, and one with the assign docs permission can break apart docs they uploaded that are on a transaction and not yet reviewed. Once an admin assigns or reviews a doc, breaking it apart becomes an admin action — and an agent can email an admin from the transaction to ask.

Can I use the same page in two different docs?

Yes — that's what [Manual Mode] is for. Split the doc as far as the scissors allow, switch to Manual Mode, and set overlapping first and last pages by hand.

Does breaking apart delete the original doc?

Only if you check [Delete original doc]. Leave it unchecked and the source file stays on the transaction while you confirm the new docs came out right.

Can I break apart an unassigned doc, before it's on a transaction?

Yes. The tool works the same way from the Unassigned page, which is often the tidiest place to sort a scanned stack before any of it is assigned.