

Transaction Docs List FAQ

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A transaction's docs sort by column, and Pipeline remembers the column you chose. Answers to the common questions about sort order, grouped docs, and getting docs into the order you want.

Why did my documents stop showing in alphabetical order?

Pipeline remembered a sort you set earlier. Click the **Document Name** heading to sort alphabetically again — and click it once more if it comes back Z–A.

Can I drag documents into whatever order I want?

No — there's no drag-and-drop ordering. Offices that need a fixed sequence number their doc names (`01 Listing Agreement` , `02 Disclosures`) and sort by Document Name, which produces exactly that order.

What can I sort the docs list by?

Label, Document Name, Added On date, or review status. Click a heading once to sort by it and again to reverse the direction.

Does my sort order change what my teammates see?

No, it's yours alone. The sort is saved to your login and browser, so everyone sets their own. If a colleague needs a different order, they set it on their side.

Why do docs without a label sit at the bottom when I sort by label?

Unlabeled docs aren't part of a label sort. They collect at the bottom of the list until they're given a label.

Why are several similarly named docs stacked into one row?

That's doc name grouping. Docs sharing a name collapse into one group with the most recent version on top — click the group to see every version. A master admin can turn grouping off in your company's document settings.

A teammate uploaded a doc and I can't find it. Where is it?

Nine times out of ten, its category is collapsed. Click **[+]** beside the category name to expand it. If the doc still isn't there, it's in a permission category your role can't see, and an admin can move it or open up access.

Why does a doc jump to a different spot when I check it off?

Your list is sorted by a status column. Checking the box changes that value, so the row moves. Sort by **Document**

Name instead and rows will stay where they are.

Learn More

Every doc on a transaction lives in one list. Sort it the way you work, and Pipeline remembers your choice on every transaction after that.

See [Transaction Docs List](#)

Still Have Questions?

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