

Recently Viewed FAQ

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Recently Viewed holds five transactions, updates itself as you work, and can't be pinned or cleared. Answers to the common questions about what's on the list and why.

How many transactions does Recently Viewed show?

Five. They're the five you opened most recently, newest first, and opening a sixth pushes the oldest one off.

Can I make it show more than five?

Not today. If you're juggling more than five at once, save a search as a shortcut — a shortcut holds the whole set you're working and stays put until you change it.

Can I clear the list or remove one transaction from it?

No — the list maintains itself. There's no control to clear it and we can't remove an entry for you. Open five other transactions and the one you want gone rolls off on its own.

Why is a transaction I deleted still on the list?

Because the list tracks what you viewed, not what still exists. Deleting a transaction doesn't pull it out of Recently Viewed; it drops off once you've viewed five others.

Why do I get an error when I click one?

You no longer have access to that transaction. Recently Viewed remembers that you opened it, but access is set by your admin — if you were removed from the transaction, opening it from the list returns an access error. Ask your admin if you still need it.

Where do I find something that's already rolled off?

On the Transactions page. Recently Viewed is a short list by design, not a history — search the Transactions page for anything older than your last five.

Learn More

Recently Viewed keeps your last five transactions one click away on the Home page, so picking up where you left off doesn't mean searching for it again.

See [Recently Viewed](#)

Still Have Questions?

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