

Recently Viewed

Last Modified on 09/04/2026 11:13 am EDT

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.

Introduction

Most days you're moving between the same handful of files. Recently Viewed is Pipeline keeping track of that for you: the five transactions you opened most recently, waiting on the *Home* page.

It's a record of where you've been rather than a list you keep. Open a transaction and it moves to the top; open a different one tomorrow and the oldest falls off the end. Because it follows your own clicking, the five sitting there are the deals you've actually had open rather than the office's.

The two or three files you're really living in this week sit one click from where you land. Anything older has dropped off the list rather than gone missing, and search still finds it.

How It Works

One short list, kept current by what you open.

Your Last Five Transactions

Recently Viewed holds five transactions — the five you opened most recently, newest first. Open a sixth and the oldest one rolls off.

It Keeps Itself

The list updates on its own as you work. There's no way to pin an entry, clear the list, or take one item off it, and support can't remove an entry for you either — viewing other transactions is what moves things off.

Your Own List, Your Own Access

Recently Viewed reflects what *you* opened, so no one else sees your list. If your access to a transaction changes after you've viewed it, clicking it returns an access error rather than opening the file.

For Anything Older, Search

Five is a deliberately short list, not a history. When what you want has already rolled off, the Transactions page is where to find it.

Open a Recent Transaction

Jump straight back into one of the last five transactions you opened.

Who Can Do This: Anyone with a Paperless Pipeline login.

To open a recent transaction:

1. Click [Home] in the top menu bar.
2. Find [Recently Viewed].
3. Click the transaction you want.

The transaction opens on its own page, right where you'd land if you'd searched for it.

Recently Viewed FAQ

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. See [Recently Viewed FAQ](#).
