Power Search

Last Modified on 11/10/2026 12:27 pm EST

Reach any transaction in your account from one box in the upper-left corner — type a name to look across every field at once, or pick a single field and search inside just that.

Introduction

You're after a transaction that isn't on the list in front of you. It closed two springs ago, or it's filed under a name you can't quite recall, or you're deep in something else and you'd rather not lose your place to go looking for it.

Power Search is the box that reaches the rest of the account. It sits in the upper-left corner of every page in Paperless Pipeline, so it's there whatever you're in the middle of, and it looks past whatever list you happen to be on to every transaction you can see. Give it a name or an address and Pipeline checks the main transaction fields together. Pick a single field from the menu instead and it searches only there, which is the move when a broad term brings back more than you can read.

One box reaches any file in the account, live or long closed, and using it doesn't cost you the page you're on. And if a search comes back empty, it's far more often a matching problem than a missing transaction, which is a much easier thing to fix.

How It Works

One box, two modes — search everything at once, or scope to a single field when a wide search returns too much.

What One Search Looks At

Type a term without picking a field and Pipeline checks each transaction's **Address**, **MLS**, **Agent**, **Seller**, and **Buyer** fields at once. Status is no barrier — closed, fell-through, and expired deals come back alongside the live ones, so a listing you closed three years ago is one search away.

Searching Inside One Field

Click into the box and a menu of fields opens. Pick one and Pipeline searches only there, which is the move when a broad term brings back more than you can read. Optional fields you've turned on and custom fields you've added are searchable too, so a parcel number you track yourself is as findable as a street address.

Field	What it searches
`name:`	The transaction name
`label:`	The transaction label
`doc-label:`	A doc label
`id:`	The transaction id
`mls:`	The MLS number
`buyer:`	The buyer name
`seller:`	The seller name
`loc:`	A location name

`info:`	Text in More Info
`admin-info:`	Text in Admin Info
`note:`	Text in a note or an email on the transaction
`agent:`	An agent, by name or email address, on either side
`agent-last:`	An agent's last name
`listing-agent:`	An agent, by name or email, on the listing side only
`buying-agent:`	An agent, by name or email, on the buying side only
`coop:`	An outside (co-op) agent
`doc:`	A document name
`contact-company:`	A contact's company or address
`contact:`	A contact, by name or email
`creator:`	Whoever created the transaction, by name or email
`lead-source:`	A lead source name
`zip:`	A zip code

Below those, the menu lists every optional field your account has turned on, Financing Type for example, and every custom field you have built, each under its own name.

What Comes Back

Transactions, whatever you searched by. Search a doc label and you get the transactions holding a doc with that label; search a lender's company and you get the transactions that lender worked on. The count shows at the top of the list.

Search Across Every Field

Type a term into Power Search to look across each transaction's Address, MLS, Agent, Seller, and Buyer fields in one go.

Who Can Do This: All users, for the transactions they have access to.

To search across every field at once:

1. Click inside the Power Search box in the upper-left corner of any page in Pipeline.
2. Enter all or part of your search term.
3. Click the [Search] icon, or press [Enter].

Every transaction with your term in its **Address**, **MLS**, **Agent**, **Seller**, or **Buyer** field appears in the results, of any status.

Search Within One Field

Pick a single field — an agent, a contact, a document name, a doc label — and search inside just that one.

Who Can Do This: All users, for the transactions they have access to.

To search within one field:

1. Click inside the Power Search box in the upper-left corner of any page in Pipeline. The field menu opens.

2. Select the field you want to search within — for example, [agent:] to find one agent's transactions, or [doc-label:] to find every transaction carrying a particular label.
3. Enter all or part of your search term. For an agent or a contact, an email address works as well as a name.
4. Click the [Search] icon, or press [Enter].

Only transactions where your term appears in that field come back, with the count at the top of the list. Scoping to one field is the fix when a wide search returns too much — a street number searched across every field also matches every MLS number that contains it.

Narrow Your Results Further

Once your results are on the Transactions page, the search options there let you layer on status, dates, side, and location — and take the finished list out as a spreadsheet.

Narrow the Transactions page to exactly the deals you need — search by name, filter by any field, sort the result, and download it.

See Transaction Search

Save a Search You Run Often

Recent Searches will hand back something you ran a minute ago, but anything you come back to week after week is better saved outright.

A search you run every morning doesn't need rebuilding every morning. Save it once and it's one click away in your left menu, for as long as you want it there.

See Custom Shortcuts

Frequently Asked Questions

Where is Power Search?

In the upper-left corner of every page in Pipeline. You don't have to be anywhere in particular to use it — click into the box and search from wherever you are.

What does Power Search look through by default?

Each transaction's Address, MLS, Agent, Seller, and Buyer fields, all at once. Any transaction with your term in any one of those comes back.

Can I search inside just one field?

Yes. Click into the box and a menu of fields opens — pick one, type your term, and Pipeline searches only there. That's the fix when a plain search returns far too much.

Will Power Search find a closed or fell-through transaction?

Yes — Power Search looks across every status. Closed, fell-through, and expired deals come back alongside active ones, which is why it finds transactions that have dropped off your Transactions list.

Can I find every transaction for one agent?

Yes — scope to [agent:] and search their name or email address. The email address is the more reliable of the two if their name is stored in an unusual format.

Can I find the transactions one person created?

Yes, with [creator:]. Scope to [creator:] and search their name or email address, and every transaction they created comes back. It's a different list from [agent:], which finds the transactions a person is assigned to.