

Recent Searches

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Pipeline keeps the searches you've just run, so you can pick one back up without rebuilding it.

Introduction

Some searches you run twice in an afternoon. An agent's pending deals, everything carrying a particular doc label, a street name you keep retyping. None of it is hard to rebuild, but you're building it from scratch every time.

Recent Searches is Pipeline holding on to that for you. It keeps what you've just searched for and offers it back from the Global Search box, so something you ran a few minutes ago is there to pick up rather than retype. The list builds itself out of your own searching, which is why it reflects the deals you've been working on rather than anything the rest of the office has been doing.

Recent Searches is built for the search you needed twice this afternoon. For a view you come back to week after week, saving it outright is the better tool. Everything else is already sitting in the box, one click from where you left it.

How It Works

Nothing to set up and nothing to maintain — it fills itself as you work.

Where It Lives

Click into the Global Search box in the upper-left corner of any page, then choose **View Recent Searches**.

It Builds Itself

There's no switch to turn on. Every search you run is added to the list automatically, and older ones roll off as newer ones arrive.

It's Personal to You

Recent Searches shows your own searches only. Other people in your office have their own list, and nobody sees yours.

For a Search You Run Every Week, Save a Shortcut

Recent Searches is a short memory, not a filing cabinet — anything you ran a while ago will have rolled off by the time you want it again. For a search you come back to regularly, save it to your Custom Shortcuts menu instead and it stays put.

View Your Recent Searches

Pick up a search you already ran, straight from the Global Search box.

Who Can Do This: All users. Your recent searches are your own.

To view your recent searches:

1. Click inside the Global Search box in the upper-left corner of any page in Pipeline.
2. Select [View Recent Searches].
3. Click the search you want to run again.

Pipeline runs that search again and shows you the results, the same as if you'd entered the criteria yourself.
