

AI Break Apart

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Break apart an unassigned packet into separate docs, along the cuts AI Break Apart found.

Introduction

Pipeline AI helps you break apart the packets that land in *Unassigned*. A packet is one PDF with several documents inside it, like a listing packet signed in one sitting or a stack of pages off the office scanner. When a packet arrives, Pipeline reads it, finds where each document starts and ends, and names them. That reading comes with your paid plan and doesn't use your monthly credit.

You can see what's inside a packet before you open it. When you break it apart, the cuts are already in place and each document has a name, waiting for you to check. Move a cut or fix a name if one is off, and each document becomes its own doc.

Nothing is split on its own. Someone on your team checks the cuts and splits the packet when they're right.

How It Works

Pipeline Finds the Cuts, You Break Apart the Packet

AI Break Apart helps you break a packet apart. It does the reading, and you make the call.

- **Pipeline** reads each packet that lands in *Unassigned*, finds where each document starts and ends, and names each one. It happens while AI Assign names the doc and looks for its transaction.
- **You** check the cuts and names, change any that are off, and save them as separate docs.

See What's Inside Before You Open It

The info box beside a packet's name lists each document Pipeline found and its pages, like "Listing Agreement (p. 1-3)".

Nothing Is Split Until You Save

When you open Break Apart, Pipeline's cuts are already in place, with a name on each document. The packet isn't touched until you click Save, and the original stays unless you check Delete original doc.

See What Docs Pipeline Found in a Packet

View the documents Pipeline found inside a packet, and the pages each one is on, without opening the packet.

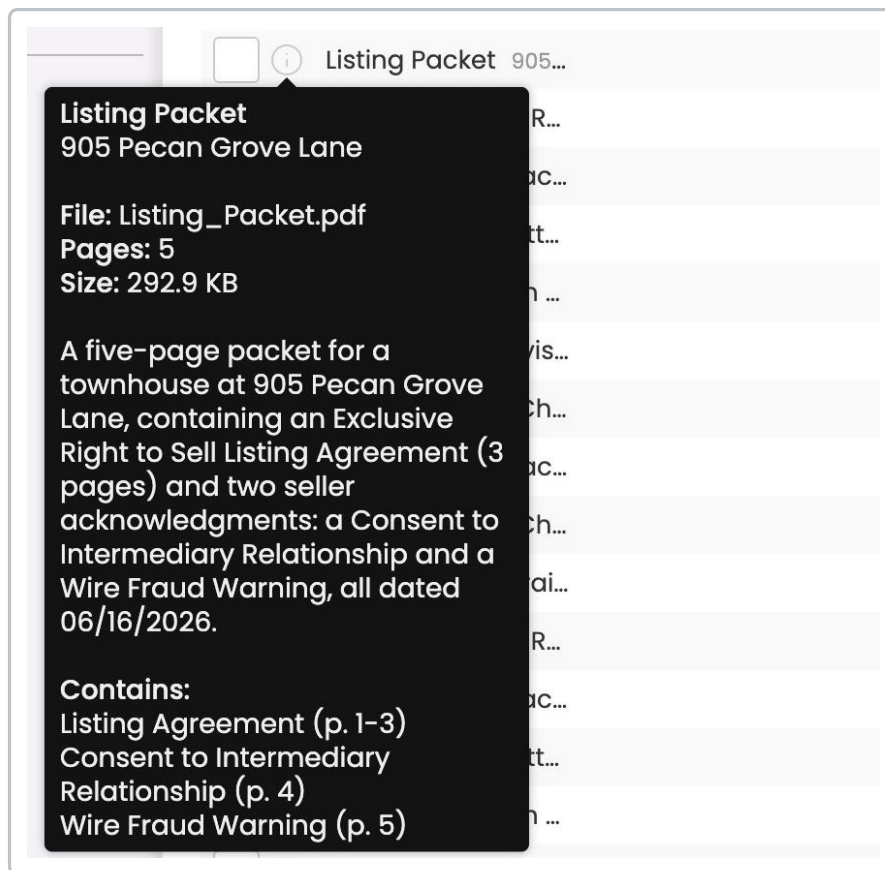
Who Can Do This: Anyone who can see the *Unassigned* page.

To see what docs Pipeline found in a packet:

- 1 Click [**Unassigned**] in the top menu.

- 2 Hover over the info icon to the left of a packet's name.

A box opens with a short description of the packet. Under Contains, it lists each document Pipeline found and its pages, like "Listing Agreement (p. 1-3)".



Break Apart a Packet Pipeline Has Read

Check the cuts and names Pipeline found, then save them as separate docs.

Who Can Do This: Admins, for any doc. Agents with the **Upload Docs** permission, for unassigned docs they uploaded.

To break apart a packet Pipeline has read:

- 1 Click **[Unassigned]** in the top menu.
- 2 Click the doc's **[Gear]**, then **[Break Apart]**.
- 3 Check each cut, and click the scissors between two pages to add or remove one.
- 4 Check each new doc's name, and change any that's wrong.
- 5 Click **[Save]**.

Break apart: Listing Packet

1x
2x
3x

1
2
3
4
5

Page Range	New Doc Name	
1 - 3	Listing Agreement	✕
4 - 4	Consent to Intermediary Relationship	✕
5 - 5	Wire Fraud Warning	✕

☐ Delete original doc
☐ Manual mode

Save

Each new doc appears in *Unassigned*, with the packet's transaction already picked when it had one.

Assign the New Docs

Once a packet is broken apart, you assign its new docs like any other doc in *Unassigned*.

Open *Unassigned* to docs AI Assign has already named, each one ready for you to assign.

See [AI Assign](#)

Start the Transaction From the Contract

When a packet's deal isn't in Pipeline yet, start the transaction from the contract among its new docs, like the listing agreement, with AI Create. Then assign the rest to it.

Check the form AI Create fills in from a contract, then save it as a new transaction.

See [AI Create](#)

Turn AI Break Apart Off or On

One setting, Assign & Break Apart, turns both helpers in *Unassigned* off or on.

Choose who can use Pipeline AI, and limit what it costs once your monthly credit is used.

See [AI Settings](#)

Frequently Asked Questions

Does Pipeline break a packet apart by itself?

No. AI Break Apart helps you break a packet apart. It finds the cuts and names each document, and nothing is split until someone checks them and clicks Save.

Can I save a template for a packet I break apart often?

No. Pipeline finds the cuts in each packet as it lands in *Unassigned*. Any other doc, you break apart by hand from its [Gear] menu.

Does it work on a packet that's already on a transaction?

No. Pipeline reads only docs that land in *Unassigned*. You can still break a doc on a transaction apart yourself from its [Gear] menu.

Does AI Break Apart use our Pipeline AI credit?

No. It's part of your paid plan. It never draws on your monthly credit or counts toward your monthly spending limit.

Does AI Break Apart work during a free trial?

No. It starts once your account is on a paid plan.
