

Breaking Apart Docs

SUMMARY

Paperless Pipeline's break apart feature allows you to break apart multiple docs that were scanned together during a single scan. Breaking them apart after they're in the system saves time from having to scan them in separately.

Short version: 1) Go to the doc and click the gear then [Break Apart]. 2) Specify the page ranges for the break. 3) Confirm or update the permission categories. 4) Click [Break Apart].

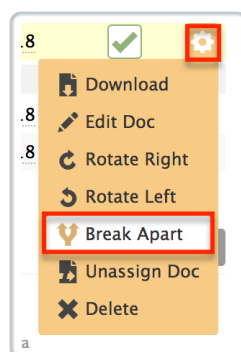
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Break Apart Docs

- 1 Go to the doc and click the gear then [Break Apart]. You can preview the doc directly on the page to remind yourself where you'd like the page-breaks to occur.



- 2 Specify the page ranges for the break. In our example document here, we specified pages 1 through 2 as “addendum 1” and pages 2 through 4

as our “addendum 2”.

Start #	End #	New Document Name	Permission Category	Reviewed
1	2	Addendum 1	Listing	<input type="checkbox"/> <input checked="" type="checkbox"/>
2	4	Addendum 2	Office	<input type="checkbox"/> <input checked="" type="checkbox"/>
-	-	New Document Name	Office	<input type="checkbox"/> <input checked="" type="checkbox"/>
-	-	New Document Name	Office	<input type="checkbox"/> <input checked="" type="checkbox"/>

+ Add more ranges

Save this as a new template

Delete original doc after breaking apart

- 3 Confirm or update the permission categories.** The permission categories will default to the permission categories of the original doc, but you can change them if needed.
- 4 If you anticipate re-using these same page ranges to break apart more documents in the future, check [Save This as a New Template] to be able to reuse the configuration later.** This can be especially helpful for large break apart jobs.
- 5 Check whether you’d like to delete the original document after break apart, then click [Break Apart].** Pipeline will break apart your document into the segments you specified.

Users with the "Assign docs to transactions" permission can split any PDF document they assigned to a transaction as long as the doc has not been marked as reviewed.

Extract One or More Pages from a Doc

Extracting pages from a doc allows you to conveniently send the extracted page(s) to contacts without impacting the original doc. To extract one or more pages from a doc:

- 1 Go to the doc and click the gear then [Break Apart].** You can preview

the doc directly on the page to remind yourself where you'd like the page-breaks to occur.

- 2 **Specify the page range for the break.** Specify the start and end pages to extract. In this example, we are extracting a single page (page 2) from the doc by selecting page 2 as both the starting and ending page.

Start #	End #	New Document Name
2	2	Addendum #2
-	-	New Document Name
-	-	New Document Name
-	-	New Document Name

+ Add more ranges

Save this as a new template

Delete original doc after breaking apart

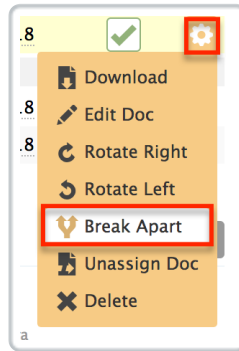
Break Apart Cancel

- 3 **Confirm or update the permission categories.** The permission categories will default to the permission categories of the original doc, but you can change them if needed.
- 4 **Do not delete the original doc.** Leave [Delete original doc after breaking apart] unchecked to allow the original doc to remain in tact.
- 5 **Click [Break Apart].** Pipeline will extract the page range you specified into a separate doc on the transaction, allowing you to send that doc to contacts, if needed. [Learn how to email docs from transactions here](#) →

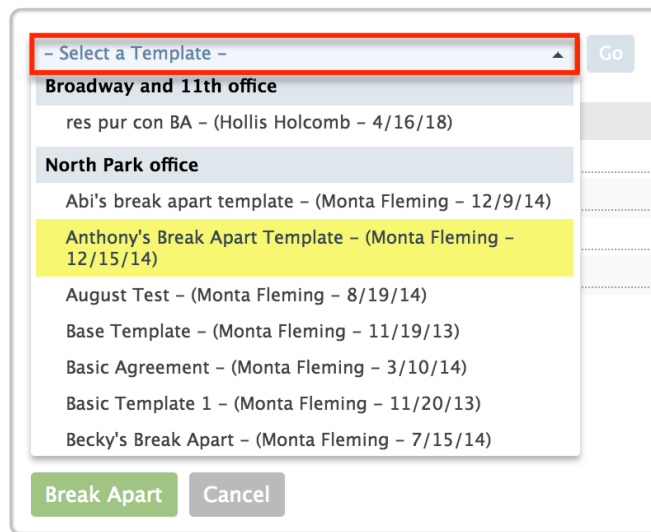
Use a Break Apart Template

To break apart a doc that has a similar break apart configuration to a break apart template you previously saved:

- 1 **From the new doc, click the [Gear] then [Break Apart].**



2 Select the template you saved in the past then click [Go].



3 The template will be populated with the saved specifications. You can further customize the specifications to fit this particular break apart.

4 Once you're comfortable with the specifications, click [Break Apart]. Pipeline will break apart your document into the segments specified.