

Bulk Apply Unassigned Doc Labels

SUMMARY

This article will teach you how to apply labels to multiple unassigned documents at once.

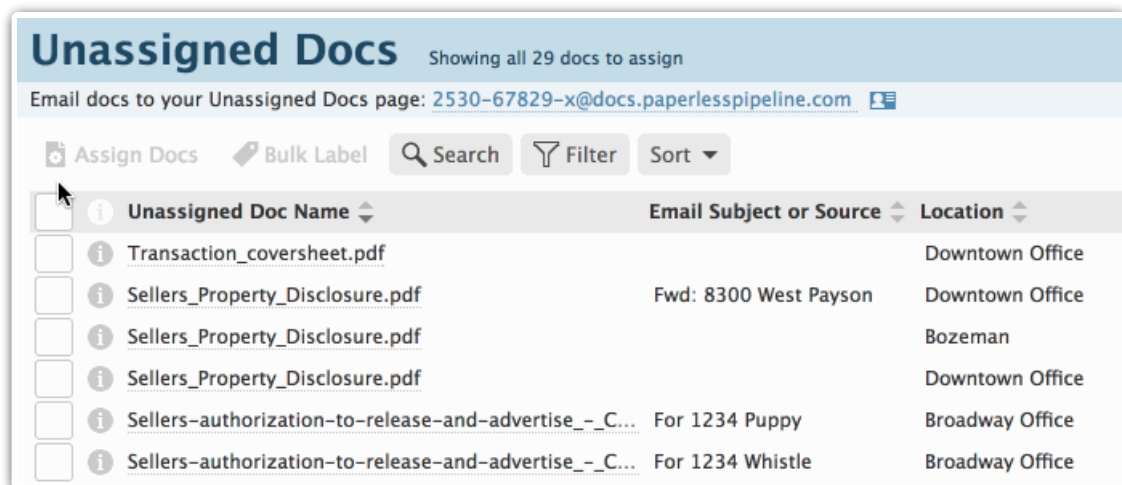
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Apply Labels to Multiple Docs

- 1 Click [Unassigned] from the top menu.
- 2 Click the checkboxes next to the documents you'd like to label.
- 3 Click [Bulk Label], then select the desired label.



Unassigned Docs Showing all 29 docs to assign

Email docs to your Unassigned Docs page: 2530-67829-x@docs.paperlesspipeline.com

Assign Docs Bulk Label Search Filter Sort ▼

<input type="checkbox"/>	Unassigned Doc Name ▾	Email Subject or Source ▾	Location ▾
<input type="checkbox"/>	i Transaction_coversheet.pdf		Downtown Office
<input type="checkbox"/>	i Sellers_Property_Disclosure.pdf	Fwd: 8300 West Payson	Downtown Office
<input type="checkbox"/>	i Sellers_Property_Disclosure.pdf		Bozeman
<input type="checkbox"/>	i Sellers_Property_Disclosure.pdf		Downtown Office
<input type="checkbox"/>	i Sellers-authorization-to-release-and-advertise_-_C...	For 1234 Puppy	Broadway Office
<input type="checkbox"/>	i Sellers-authorization-to-release-and-advertise_-_C...	For 1234 Whistle	Broadway Office