

Recover Docs Deleted from Transactions and Unassigned Docs

SUMMARY

Master Admins and document deleters can quickly recover docs that have been deleted from transactions and Unassigned Docs.

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- Recover Docs Deleted from Unassigned Docs
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Recover Deleted Docs from a Transaction

Master Admins and document deleters can recover docs that have been deleted within a transaction.

- 1 From the transaction, click [Deleted Docs] from the left menu.
- 2 Locate the doc and click [Download]. The document will download to your computer.

Deleted Docs for 35627 West Elm <small>Showing 1 deleted doc</small>			
Email docs and notes to this transaction: 4567050-111170-TX-767@docs.paperlesspipeline.com			
Doc Name	Deleted By	Deleted On	Download
named exclusions addendum to listing	Rachel M.	Mar 16th	 Download

- 3 Click [Upload Docs] on the left menu and re-upload the doc to the transaction [Learn how to upload docs here](#) →



Hover over the Deleted On date to see the exact time a document was deleted.

Deleted Docs for 35627 West Elm <small>Showing 1 deleted doc</small>		
Email docs and notes to this transaction: 4567050-111170-TX-767@docs.paperlesspipeline.com		
Doc Name	Deleted By	Deleted On
named exclusions addendum to listing		March 16, 2017 at 11:34 a.m. ET → Mar 16th

Recover Deleted Docs from Unassigned Docs

Master Admins and document deleters can recover docs that have been deleted from Unassigned Docs.

- 1 From Unassigned Docs, click Deleted Docs from the left menu.
- 2 Locate the doc and click Download. The document will download to your computer.

Deleted Docs for 35627 West Elm <small>Showing 1 deleted doc</small>			
Email docs and notes to this transaction: 4567050-111170-TX-767@docs.paperlesspipeline.com			
Doc Name	Deleted By	Deleted On	Download
named exclusions addendum to listing	Rachel M.	Mar 16th	 Download

- 3 Click **Upload Docs** on the left menu and re-upload the doc to the transaction. [Learn how to upload docs here](#) →

Who Can Recover Deleted Docs

Except for master admins, all other users may only recover docs they have deleted themselves. Here are details about who can delete and recover docs.

Agents: Can delete their own docs as long as the doc has not yet been marked as Reviewed. They can recover any docs they have deleted.

Admins with the Delete Documents permission: Can delete all documents in the location where they have the "Delete Documents" permission and can recover any docs they have deleted.

Master admins: Can delete and recover all docs.

 The "Deleted Docs" option will only appear if Unassigned Docs or the Transaction has docs that have been deleted.