AI Break Apart

Review the documents AI Break Apart found inside a packet in *Unassigned*, then break it apart.

Introduction

AI Break Apart is the part of Pipeline AI that finds the separate documents inside a packet, so it's ready for you to break apart. It works on its own on any PDF in *Unassigned* that holds several documents, like a listing packet signed in one sitting or a stack of pages off the office scanner. It marks where each document starts and ends, and names each one.

You can see what's inside a packet right from the list. When you break it apart, the documents are already marked and named, ready for you to review. Move a mark or fix a name if one is off.

The packet stays whole until you save.

How It Works

Pipeline Finds the Cuts, You Break Apart the Packet

AI Break Apart helps you break a packet apart.

- **Pipeline** reads each packet that lands in *Unassigned*, marks where each document starts and ends, and names each one. It happens while AI Assign renames the doc and pre-assigns it.
- **You** review the cuts and names, change any that are off, and save them as separate docs.

Review What's Inside a Packet

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

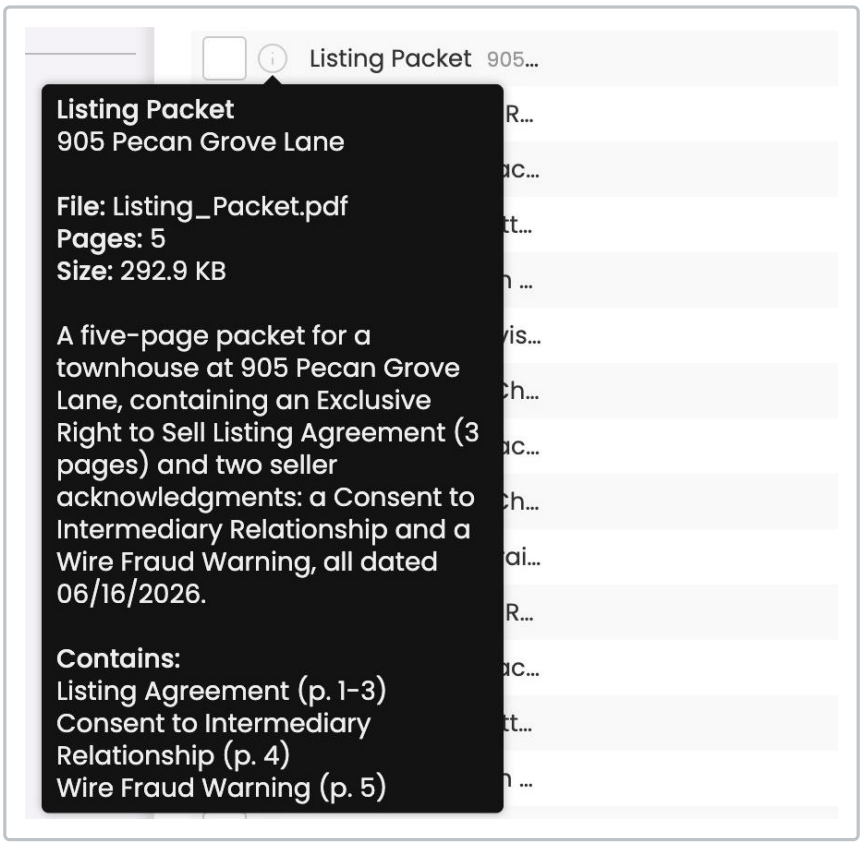
View the documents Pipeline found inside a packet, and the pages each one is on, from the info icon beside its name.

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

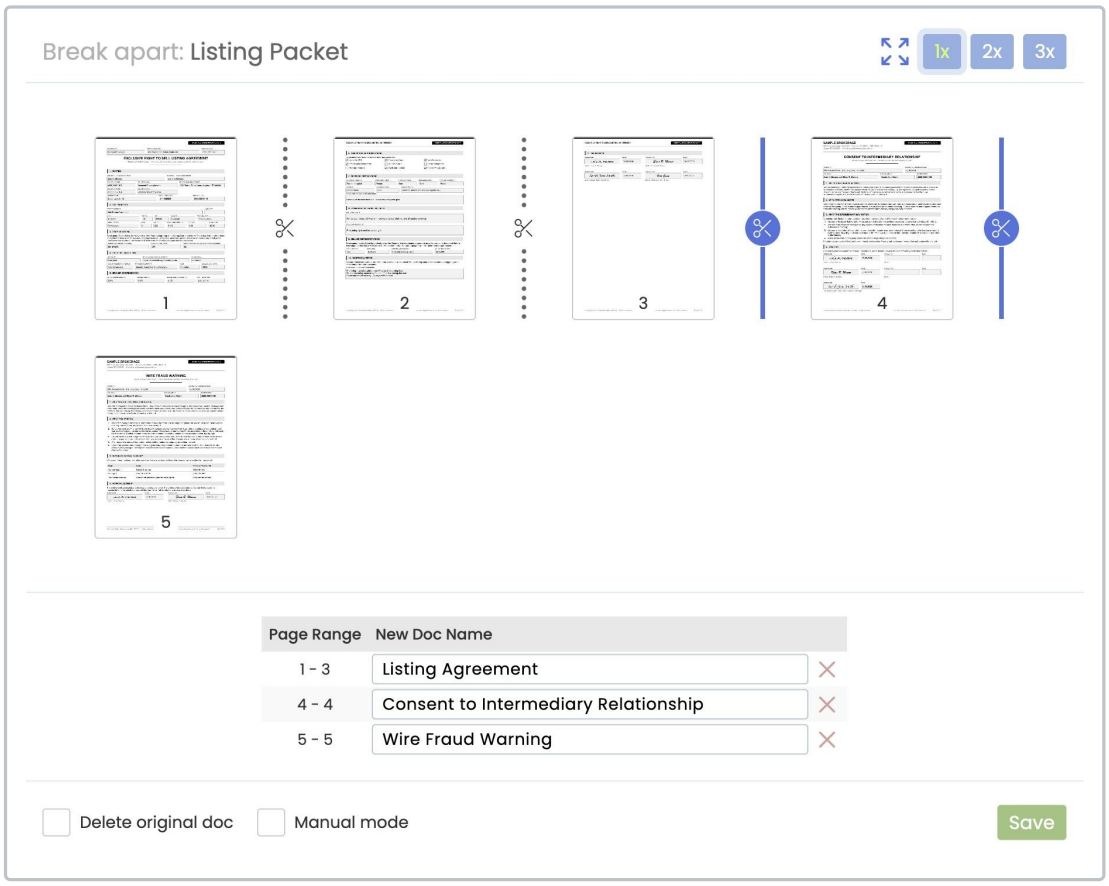
Review the cuts and names Pipeline found, then save them as separate docs.

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. Review each cut, and click the scissors between two pages to add or remove one.

4. Review each new doc's name, and change any that's wrong.
5. Click **[Save]**.



Each new doc appears in *Unassigned*, pre-assigned to the packet's transaction when it had one.

More Topics

Assign the New Docs

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

Review the name and transaction AI Assign picked for each new doc in *Unassigned*, then assign it.

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.

Review the *Add Transaction* form AI Create fills in from a contract, then add the 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 Pipeline 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 reviews 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.