



DATASHEET · AGENTS · SPLIT AGENT

Is the whole stack stuck in a single file? Every document arrives on its own.

Split Agent finds where one document ends and the next begins inside a PDF batch. It drops blank pages, keeps attachments with their main document and files every part under a meaningful name in your workspace. Built for front desks, accounting teams and law and tax firms.

AT A GLANCE

One PDF batch in, separate documents out: each with its own page range, a meaningful name and a confidence value. Uncertain boundaries go to review, and the original batch is kept.

01 · WHAT IT IS ABOUT

One scan, many documents. Split, named, filed.

The scanner turns a pile of mail into one single file. Until now, someone pulls the pages apart by hand, names each part and files it. Split Agent detects the boundaries from the content, even without separator sheets, and files every document on its own in the target workspace.

INPUT

Multi-page PDFs from your workspace, uploaded files or the REST API

RESULT

Separate documents with page range, file name and split confidence in the target workspace

TIERS

Basic, Premium and Ultra: from boundaries and names to AI reasoning

ACCESS

Web app, REST API and MCP, included in all plans

**Boundaries from the content**

Sender, date, layout and document type show where a document ends. Printed page counters such as "Page 2 of 3" are part of the check.

Blank pages drop out

The system checks the page image of every page without text. Blank pages and separator sheets are removed; pages with a stamp, signature or note stay.

Attachments stay together

An announced enclosure such as "Annex 1 to the employment contract" goes back to its main document instead of being filed as a separate part.

A rule for every batch

Automatic detection or a fixed rule: cover sheet, separator code, change of document type, every N pages or your own rule in plain words.

Meaningful file names

Patterns built from document type, date and sender, freely combined. You choose the language for names, types and summaries.

Uncertain boundaries go to review

Every part carries a split confidence. If a boundary is uncertain, the document goes to your review queue with the status "to review".

02 · HOW IT WORKS

Set it up once. Use it on every batch.

A Split Agent stores the rule, tier, language, file names and target workspace. You create it once and run it on one or several selected batches, in the app or through the API.

1

Create the agent

Under **Document AI** › **Split Agent** › **Create Split Agent**, choose a name, tier and language. Premium is the recommended choice for mixed batches and scans.

2

Set rule and target

Under **Split method**, choose the rule; for regular mail, automatic detection. Under **Storage target**, pick the workspace that receives the parts.

3

Select the batch and start

Select the batch in the document list, then **Actions** › **Agents & workflows** › **Split** and **Run via Split Agent**. For a single batch, choose **Interactive dialog** there.

4

Result in the workspace

The parts appear as separate documents in the workspace and go through AI processing there. The original batch is kept.

TECHNICAL DATA

FEATURE	DETAILS
Input format	PDF from the workspace, uploaded, or as a file URL through the API
Tiers	Basic: boundaries and names · Premium: plus type, date, sender · Ultra: plus AI reasoning and audit trail
Rules	Automatic, cover sheet, separator code, change of document type or entity, every N pages (1-999), custom
Output	Parts with page range, file name and split confidence; from Premium with type, date and sender
In the app	Actions › Agents & workflows › Split : Run via Split Agent for one or several batches, Interactive dialog for a single batch
REST API	POST /documents/split-agent-run · audit trail of an Ultra run: GET /documents/split-audit-trail
MCP tools	po_documents_split_agent_run, po_documents_ai_split, po_documents_split_audit_trail_get

03 · IN PRACTICE

Wherever batches arrive, Split Agent separates them.

Front desk mail

In our test run, a five-page batch scan became four documents: a payment reminder, a two-page maintenance contract, a cancellation and an inquiry, each named by type, date and sender.

Receipts at a tax firm

A client scans the receipts as one PDF. The PDF AI-Splitter separates them into the client's workspace; post-processing follows that workspace's AI-DMS tier.

Case files with cover sheets

For HR or case files, the "Case cover" rule starts a new document at every cover sheet. Forms, attachments and continuation pages stay together until the next cover sheet.

FREQUENTLY ASKED QUESTIONS

Do I need separator sheets or barcodes?

Automatic detection finds the boundaries from the content, with no separator sheet at all. If you work with separator sheets, barcodes or QR codes, choose the "Separator code" rule; blank separator pages are then removed.

What happens with uncertain boundaries?

Every part carries a split confidence. Pick a review queue on the agent under **Review uncertain boundaries**, and a document with an uncertain boundary goes there with the status "to review". Review tasks are included in the Professional plan.

How do Basic, Premium and Ultra differ?

Basic splits and names. Premium adds document type, date and sender and is recommended for mixed batches. Ultra adds AI reasoning for each part and an audit trail of the run, available through the API and MCP.

Is the original batch kept?

Yes. The batch stays in the workspace and the parts are added as separate documents. Split documents show "Possible duplicate" with a link to the batch, so the connection stays visible.

GET STARTED

Split your first batch today

Create an account at app.paperoffice.ai, save your first agent under **Document AI > Split Agent > Create Split Agent** and select a batch. Split Agent is included in all plans.
paperoffice.ai/en/ai-pdf-split-intelligent-document-separation



MORE ABOUT THE MODULE

paperoffice.ai/en/ai-pdf-split-intelligent-document-separation

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