

Location Deactivation FAQ

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Deactivating retires a Location you no longer use, without deleting it. Answers to the common questions about deactivating Locations.

Can I delete a Location instead of deactivating it?

Deactivating is how you retire a Location. Rather than deleting it outright, Pipeline deactivates the Location so it drops off your active list while staying on record.

Who can deactivate a Location?

A Master Admin, or an admin with the "Create users and locations" permission. The same admins who can add and rename Locations can retire them.

Where do I deactivate a Location?

On the Manage Locations page. Click the gear to the right of the Location, choose [Deactivate Location], then click [Deactivate] to confirm.

We're dissolving a team — how do I move everyone out before deactivating its Location?

Change each agent's Primary Location first, then deactivate the Location. On the Manage Users page, open each agent, set a new Primary Location from the dropdown, and click [Update User] before you retire the old Location.

Learn More

Deactivate a Location you no longer use to keep your Locations list focused on the offices and teams you're actively running.

See [Location Deactivation](#)

Still Have Questions?

Didn't find your answer above? Email us at help@paperlesspipeline.com and we'll help.
