

Location Info FAQ

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A Location's name is the main information it carries, and updating it is a name-only edit. Answers to the common questions about naming and renaming Locations.

Can I rename a Location without losing the work inside it?

Yes. Renaming changes the label only — the users, transactions, and documents in that Location stay right where they are.

Will renaming a Location change the numbers on its transactions?

No — a rename updates the Location's name, not its data. The figures recorded on each transaction are stored on the transaction itself and aren't touched when you rename the Location around them.

Where do I change a Location's name?

On the Manage Locations page. Click the gear to the right of the Location, choose [Edit Location], enter the new name, and click [Save].

Learn More

Every Location has a name that identifies it across Pipeline — and you can update that name anytime.

See [Location Info](#)

Still Have Questions?

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