

Managing Location-specific Admin

SUMMARY

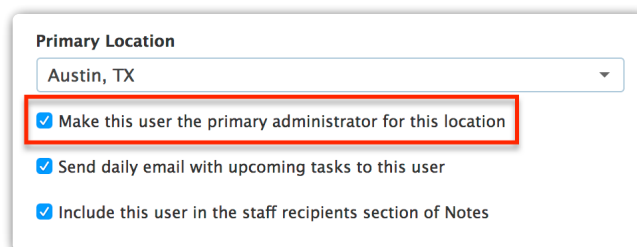
Define a primary admin for each of your locations for optimal communication with agents. All system-generated emails will be sent from this admin, giving agents the most appropriate go-to person to reply to. This article will show you how to set a location-specific admin.

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Managing Location-specific Admin

You can define a primary admin for each location. This improves communication between admins and agents. To set a user as a location admin:

- 1 Go to **Admin / Settings** by clicking your name in the upper right corner, then [Admin / Settings].
- 2 Click [Manage Users] from the left menu.
- 3 Click the user's name.
- 4 Check the checkbox "Make this user the primary administrator for this location".
- 5 Click [Update User].



Primary Location


Austin, TX

Make this user the primary administrator for this location

Send daily email with upcoming tasks to this user

Include this user in the staff recipients section of Notes

System-generated emails such as daily task reminders, expiration & closing notifications will now be sent from this admin giving agents the most appropriate go-to person for a reply.

 If a primary admin has not been specified for a location, Pipeline will send such notification emails from the Admin/Support Contact (or from the master admin if an Admin/Support contact has not been set).