

## Delete Site

Users with **Provider Setup** Administrative Role can **delete** Sites in their agency. Before attempting to delete a Site, users will also need to ensure that the Site is not associated with any Programs. To know more about changing or updating any Programs associated with the site please [click here](#).

1. Click on the **List** beside **Site** row in the **Admin** tab.

To Do	<b>General</b>	
Individual	Provider	Preferences   Password Policy   Archive Preference
Health	User Privileges	Manage   Archive   Legacy Archive Upto Jul 2011
Agency	Program	New   List   Archive   Import from Excel   Search Imported Excel
<b>Admin</b>	Site	New   <b>List</b>   Archive
Agency Reports	Individual Home Page	Select Profile Items

2. In the **Site Search** page, select the **Site** you wish to delete. You may enter the name of the site in the **Filter** field to narrow down the list.

## Site Search

15 Records

Form ID	Site Name	Address	State	City	Status	Time Zone
SITE-DEMOTPHL-K6K4NJ5YUMUL	Demo Special School	Demo Street		Dhaka	Active	Asia/Dhaka
SITE-DEMOTPHL-K954NFFZ5MUL8	Nepal Special School Demo	Bharam			Active	Asia/Kathmandu

Showing 1 to 2 of 2 entries (filtered from 7 total entries)

Previous **1** Next

[Create New Site](#)
[Export to Excel](#)

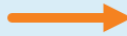
3. At the bottom of the Site's **Update/Delete Site** page, click on the **Delete** button to delete the Site.

**Note:** Delete button will be unavailable if there are programs which are still associated with the *site*.

## Update / Delete Site Active

<b>Provider Code</b>	DEMOTG-TGD		
<b>Provider Name</b>	Therap Global Demonstration Provider		
<b>* Site Name</b>	<input type="text" value="Demo Special School"/>		
<b>Site ID</b>	<input type="text" value="05"/>		
<b>Site Code</b>	<input type="text" value="001"/>		
<b>Cost Center Number</b>	<input type="text"/>		
<b>Time Zone</b>	Asia/Dhaka		
<b>Address</b>	<input type="text" value="Demo Street"/>	<input type="text"/>	
	Street 1	Street 2	
	<input type="text" value="Dhaka"/>	<input type="text" value="State"/> ▼	<input type="text" value="33700"/>
	City	State	Zip Code
			<input type="text" value="Bangladesh"/> ▼
			Country
<b>Location</b>	<input type="text" value="📍"/>		
<b>Phone</b>	<input type="text"/>	<input type="text" value="Ext"/>	
<b>Fax</b>	<input type="text"/>		

**Deactivate** ☐



4. Click on the **Yes** button to Delete the Site.

Are you sure you want to delete this Site?

No

Yes

You will see a message **“The form has been successfully deleted”**.

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#### Site Search

The form SITE-DEMOTPHL-LE84NDCZB842P has been successfully deleted

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