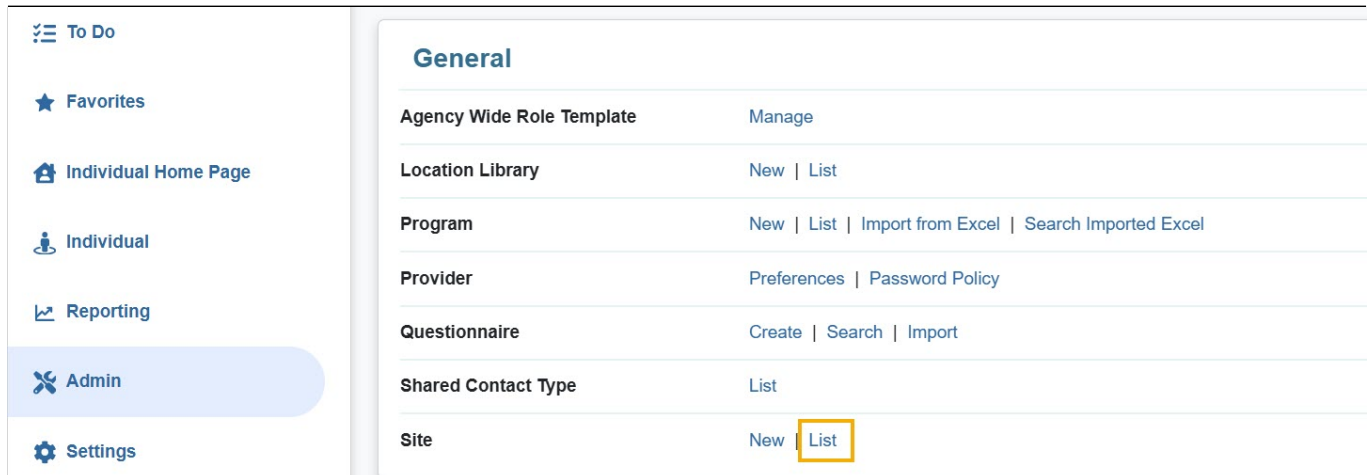


Delete Site

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.



The screenshot shows the Admin tab interface. On the left is a sidebar with navigation options: To Do, Favorites, Individual Home Page, Individual, Reporting, Admin (highlighted), and Settings. The main content area is titled 'General' and contains a table with the following rows:

Agency Wide Role Template	Manage
Location Library	New List
Program	New List Import from Excel Search Imported Excel
Provider	Preferences Password Policy
Questionnaire	Create Search Import
Shared Contact Type	List
Site	New List

The 'List' link for the 'Site' row is highlighted with a yellow box.

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](#)

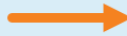
3. At the bottom of the Site's **Update/Delete Site** page, click on the **Delete** button to delete the Site.

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

Update / Delete Site Active

Provider Code	DEMOTG-TGD		
Provider Name	Therap Global Demonstration Provider		
* Site Name	<input type="text" value="Demo Special School"/>		
Site ID	<input type="text" value="05"/>		
Site Code	<input type="text" value="001"/>		
Cost Center Number	<input type="text"/>		
Time Zone	Asia/Dhaka		
Address	<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
Location	<input type="text" value="📍"/>		
Phone	<input type="text"/>	<input type="text" value="Ext"/>	
Fax	<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”**.

Site Search

The form SITE-DEMOTPHL-LE84NDCZB842P has been successfully deleted
