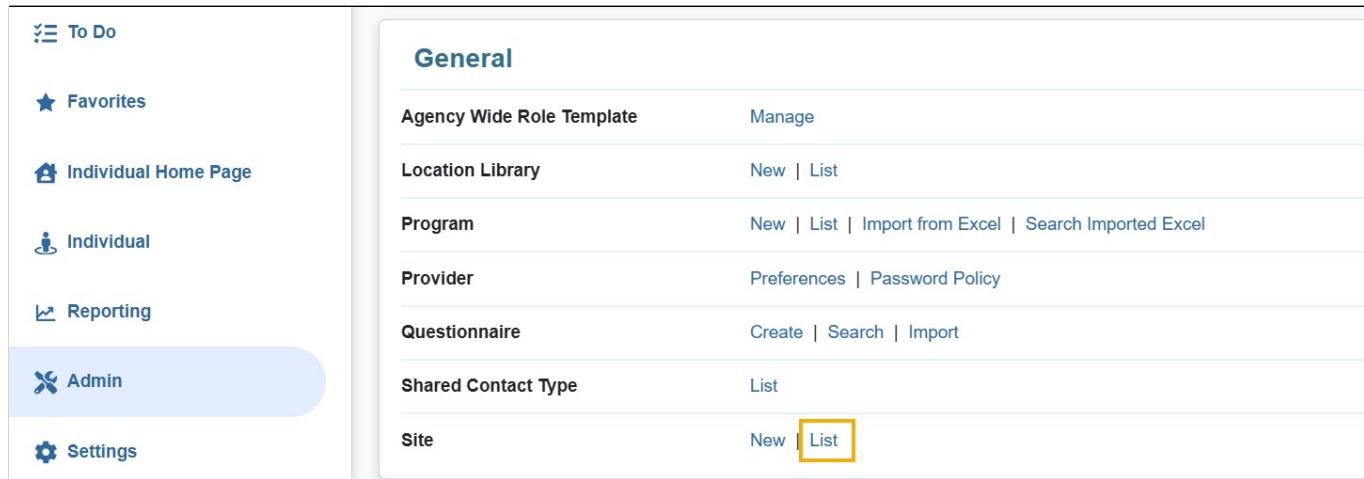


Delete Site

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 Therap Global Admin interface. On the left, there is a sidebar with icons for To Do, Favorites, Individual Home Page, Individual, Reporting, Admin (which is selected and highlighted with a blue oval), and Settings. The main content area is titled 'General' and contains the following table:

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

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

Demo Special

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	Bhalam			Active	Asia/Kathmandu

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

Previous **1** Next

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

[Cancel](#)

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**

Site ID

Site Code

Cost Center Number

Time Zone Asia/Dhaka

Address
Street 1 Street 2

City State Zip Code Country

Location

Phone Ext

Fax

Deactivate

→

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

Are you sure you want to delete this Site?

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

Site Search

The form SITE-DEMOTPHL-LE84NDCZB842P has been successfully deleted
