

## Update & Delete Program

Users with the **Provider Setup** Agency Wide and Administrative Role have the privilege to create, update and delete programs.

1. Click on the **Admin** tab from Dashboard.

To Do	Modules				High	Medium	Low
Individual	<div>T-Log - New   Search</div> <div>View</div>				1	1	1
Health	<div>ISP Data - New   Search</div> <div>Acknowledge</div>					8	
Admin	<div>Individual Data - Search</div> <div>Worklist</div>					5	
Agency Reports							
Individual Home Page							

**Issue Tracking**

- My Issues

**SComm**

- Inbox
- Sent Items
- Compose
- Drafts
- Custom User Group
- Message Audit
- Delete Message Content

2. Click on the **List** link beside Program.

To Do	General		Issue Tracking
Individual	Provider	Preferences   Password Policy	New My Issues
Health	User	New   List   Import from Excel   Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset	SComm
Billing	Change Password	User List	Inbox (1) Sent Items Compose Drafts Custom User Group Message Audit Delete Message Content
Admin	Super Role	Manage   Archive   Legacy Archive	Appointments
Agency Reports	Program	New <b>List</b> Import from Excel   Search Imported Excel	
Individual Home Page			

3. In the **Program List** page, there will be the list of programs of your agency. **Active, Inactive,** or **All** programs options can be selected from the **Status** filter to view. The filter will display only the **Active** programs by default.

#### Program (Site)

15 ▼ Records

Form ID	Program Name	Site Name	Program Type	Program Cost Center Number	Status	Create Date	Time Zone	Enrolled Individual(s)
PROGRAM-DEMOTPHL-J8B3XJGXMUL4	(Demo) Academic Activities	Therap Global Demonstration Provider	Preschool		<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <div style="border-bottom: 1px solid #ccc; width: 100%; height: 15px; margin-bottom: 2px;"></div> <div style="display: flex; justify-content: space-between; padding: 0 5px;"> <span>All</span> <span>Active <span>▼</span></span> </div> <div style="padding: 2px;"> <div style="background-color: #00796b; color: white; padding: 2px; margin-bottom: 2px;">Active <span>✓</span></div> <div style="padding: 2px;">Deleted</div> <div style="padding: 2px;">Inactive</div> </div> </div>	06/09/2020	Asia/Manila	<a href="#">Details</a>
PROGRAM-DEMOTPHL-LD94NFBZZ84ZC	Demo Site	Speech Therapy	Individualized Skills Development			11/07/2022	Asia/Manila	<a href="#">Details</a>

Showing 1 to 2 of 2 entries (filtered from 123 total entries)

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1
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#### Update Program:

4. After selecting a program from the **Program List** page, **Update/Delete Program** page will appear. After making necessary changes, click on the **Update** button at the bottom of the page to save the updates.

## Update/Delete Program Active ⓘ

### Program Details

**Provider Code** DEMOTG-TGD  
**Provider Name** Therap Global Demonstration Provider  
**\* Program Name**   
**\* Program Type**   
**\* Site Name**   
**\* Program ID**   
**Program Code**   
**Cost Center Number**   
**Capacity**

### Program Contacts

#### Primary Contact

**Name**   
**Phone 1**    
**Phone 2**

#### Secondary Contact

**Name**   
**Phone 1**    
**Phone 2**

Deactivate ☐

Cancel Back

Save And Add Individual(s)

Update

Delete

5. After clicking on the **Update** button, a success message will be displayed.

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Program (Site)

The form PROGRAM-DEMOTPHL-LD94NFBZZ84ZC has been successfully updated

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### Delete Program:

- Users will not be able to **Delete** a program if an individual is enrolled in that program or was previously enrolled in that program.
- Users will not be able to view or search **Deleted** programs.

6. Click on the **Delete** button at the bottom of the **Update/ Delete Program** page to delete a program.

## Update/Delete Program Active ⓘ

### Program Details

**Provider Code** DEMOTG-TGD  
**Provider Name** Therap Global Demonstration Provider  
**\* Program Name**   
**\* Program Type**   
**\* Site Name**   
**\* Program ID**   
**Program Code**   
**Cost Center Number**   
**Capacity**

### Program Contacts

#### Primary Contact

**Name**   
**Phone 1**    
**Phone 2**

#### Secondary Contact

**Name**   
**Phone 1**    
**Phone 2**

Deactivate ☐

Cancel Back

Save And Add Individual(s)

Update

Delete

7. After clicking on the **Delete** button a warning message will appear. Click on **yes** button to delete the program.

Are you sure you want to delete this Program? You wont be able to see any data of the program once you delete it.

8. After clicking on the **Yes** button, a success message will be displayed.

Program (Site)

The form PROGRAM-DEMOTPHL-LEL4NDSZ4842W has been successfully deleted