Update & Delete Program

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

Nerap^{Global}

Centered. Data-Driven.

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

To Do	Modules	High	Medium	Low	Issue Tracking "
Individual	💠 T-Log - New Search				SComm "
Health	View	1	1	1	Inbox
Admin	ISP Data - New Search Acknowledge		8		Sent Items Compose
Agency Reports	Individual Data - Search Worklist		5		Dratts Custom User Group Message Audit
Individual Home Page					Content

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

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



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.

rogram (Site)													
Filter													15 v Record
Form ID	¢	Program Name	Site Name	¢	Program Type	¢	Program Cost Co Number	ente	Status ⇒ Active →	Create Date ¢	Time Zone		Enrolled Individual(s)
PROGRAM-DEMOTPHL- J8B3XJGXKMUL4		(Demo) Academic Activities	Therap Global Demonstration Provider		Preschool				All	06/09/2020	Asia/Manila		Details
PROGRAM-DEMOTPHL- LD94NFBZZ84ZC		Demo Site	Speech Therapy		Individualized Skills Development				Active Celeted Inactive	11/07/2022	Asia/Manila		Details
Showing 1 to 2 of 2 entries (filt	ered	from 123 total e	ntries)									Prev	vious 1 Next
4													

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	Speech Therapy		
* Program Type	Speech Therapy		•
* Site Name	Demo Special School	•	
* Program ID	01		
Program Code			
Cost Center Number			
Capacity	0		
Program Contacts			
Primary Contact			
Name	Name 1		
Phone 1	123-456-7890	123	
Phone 2		Extension	
Secondary Contact			
Name	Name 2		
Phone 1	789-456-1230	789	
Phone 2		Extension	
Deactivate			
Cancel Back			Save And Add Individual(s) Update Delete



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



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	Speech Therapy		
* Program Type	Speech Therapy		•
* Site Name	Demo Special School	•	
* Program ID	01		
Program Code			
Cost Center Number			
Capacity	0		
Program Contacts			
Primary Contact			
Name	Name 1		
Phone 1	123-456-7890	123	
Phone 2		Extension	
Secondary Contact			
Name	Name 2		
Phone 1	789-456-1230	789	
Phone 2		Extension	
Deactivate			
Cancel Back			Save And Add Individual(s)
Darter			



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 s program once you delete it.	see any data of the
	No

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

