

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 HomePage.

Reporting	Intake/Elimination	New Search Report
Health	Lab Test Result	New Search Report
Admin	Menses	New Search
Settings	Respiratory Treatment	New Search
	Seizures	New Search
	Skin/Wound	New Search

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

Health	External Provider Mapping	List
Admin	Location Library	New List
Settings	Program	New List Import from Excel Search Imported Excel
	Provider	Preferences Password Policy

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)

Filter								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		Active	06/09/2020	Asia/Manila	Details	
PROGRAM-DEMOTPHL-LD94NFBZZ84ZC	Demo Site	Speech Therapy	Individualized Skills Development		Active	11/07/2022	Asia/Manila	Details	

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

Previous 1 Next

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.

Program (Site)

The form PROGRAM-DEMOTPHL-LD94NFBZZ84ZC has been successfully updated

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
