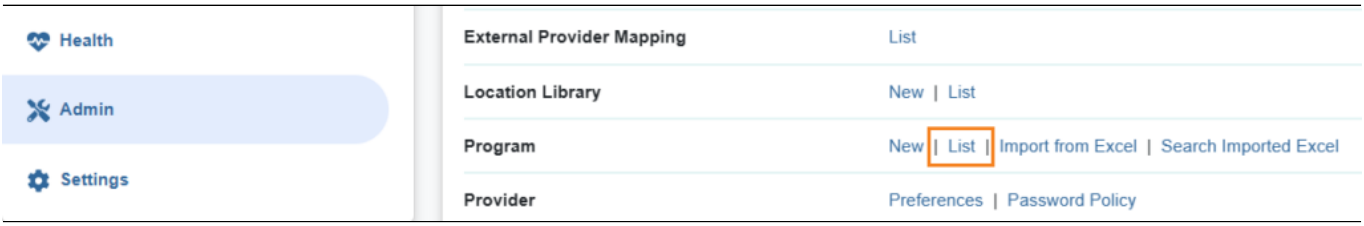
Update & Delete Program

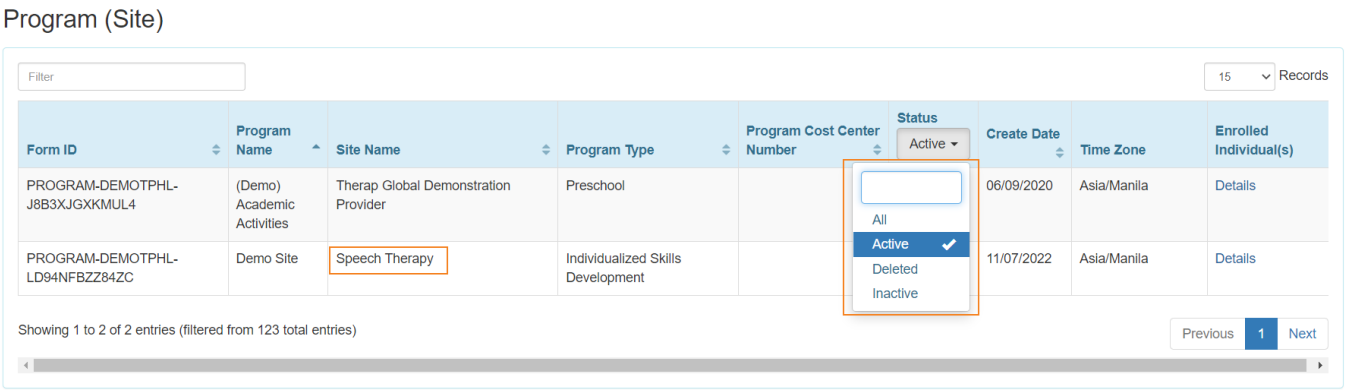
Users with the **Provider Setup** Agency Wide and Administrative Role have the privilege to create, update and delete programs.

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

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



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.



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

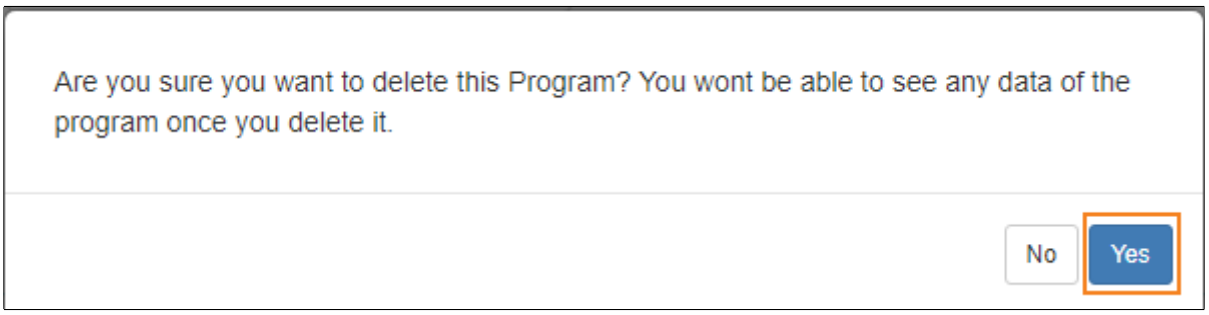
Secondary Contact

Name	Name 2	
Phone 1	789-456-1230	789
Phone 2		Extension

Deactivate ☐

Cancel | Back | Save And Add Individual(s) | Update | Delete

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



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