

## Update Site

If you need to correct or change the information of a site you can do that by updating the site information.

Users with the **Provider Setup** Administrative Role can **update**/delete Sites in their agency.

1. Click on the **List** beside **Site** in the **Admin** tab.

To Do	General	
Individual	Provider	Preferences   Password Policy   Archive Preference
Health	User Privileges	Manage   Archive   Legacy Archive Upto Jul 2011
Agency	Program	New   List   Archive   Import from Excel   Search Imported Excel
<b>Admin</b>	Site	New   <b>List</b>   Archive
Agency Reports	Individual Home Page	Select Profile Items

2. In the **Site Search** page, select the Site you wish to update. You may enter the name of the site in the Filter field to narrow down the list.

## Site Search

10 Records

Form ID	Site Name	Address	State	City	Status	Time Zone
SITE-DEMOTPHL-J5J22Z7UKUR8A	Special Need School				Active	Asia/Dhaka
SITE-DEMOTPHL-PC84NC9XQVRTA	Demo Special School	Demo Street 11		Demo City	Active	Asia/Manila
SITE-DEMOTPHL-J5J22Z6Z3UR8N	Demo School for Special Need Children	Demo Street			Active	Africa/Nairobi
SITE-DEMOTPHL-LC84MX4Z3833K	Demo Special Children School	Demo Street No.		Demo City	Active	Africa/Kampala

Showing 1 to 4 of 21 entries (filtered from 25 total entries)

1
2
3

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

Cancel

3. You will be directed to the **Update/Delete Site** page. After making the appropriate changes, click on the **Update** button to save them.

## Update / Delete Site Active ⓘ

<b>Provider Code</b>	DEMOTG-TGD		
<b>Provider Name</b>	Therap Global Demonstration Provider		
<b>* Site Name</b>	<input type="text" value="Demo Special School"/>		
<b>Site ID</b>	<input type="text"/>		
<b>Site Code</b>	<input type="text"/>		
<b>Cost Center Number</b>	<input type="text"/>		
<b>Time Zone</b>	Asia/Manila		
<b>Address</b>	<input type="text" value="Demo Street 1"/>	<input type="text"/>	
	Street 1	Street 2	
	<input type="text" value="Demo City"/>	<input type="text" value="State"/>	<input type="text" value="Philippines"/>
	City	State	Country
<b>Location</b>	<input type="text" value="📍"/>		
<b>Phone</b>	<input type="text" value="1234567890"/>	<input type="text" value="+63"/>	
<b>Fax</b>	<input type="text"/>		

**Deactivate** ☐

4. You will see a success message **"The form has been successfully updated"**.

## Site Search

The form SITE-DEMOTPHL-PC84NC9XQVRTA has been successfully updated