Update Site

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

Terap Global

Person-Centered. Data-Driven.

Users with the $\ensuremath{\textbf{Provider Setup}}$ Administrative Role can $\ensuremath{\textbf{update}}\xspace$ delete Sites in their agency.

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

To Do	General					
Individual	Provider	Preferences Password Policy				
Health		Archive Preference				
Agency	User Privileges	Manage Archive Legacy Archive Upto Jul 2011				
Admin	Program	New List Archive Import from Excel Search Imported Excel				
Agency Reports	Site	New List Archive				
	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

Demo Special						15 V Records			
Form ID 🗘	Site Name	Address 🗘	State ≑	City ‡	Status Active -	Time Zone			
SITE-DEMOTPHL-K6K4NJ5YUMUL	Demo Special School	Demo Street		Dhaka	Active	Asia/Dhaka			
SITE-DEMOTPHL-K954NFFZ5MUL8	Nepal Special School Demo	Bhalam			Active	Asia/Kathmandu			
Showing 1 to 2 of 2 entries (filtered from 7 total entries) Previous Next									
Create New Site Image: Stream of the stream of th									
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 ()

Provider Code	DEMOTG-TGD									
Provider Name	Therap Global Demonstration Provider									
* Site Name	Demo Special School									
Site ID										
Site Code										
Cost Center Number										
Time Zone	Asia/Dhaka									
Address	Demo Street									
	Street 1		Street 2							
	Dhaka State	•		Bangladesh -						
	City State		Zip Code	Country						
Location	•									
Phone	1111111111 111									
Fax										
Deactivate										
Cancel Back					Delete					
Caller Back					Delete					

4. You will see a success message "Site has been updated".



Site Search

Site has been updated