

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.

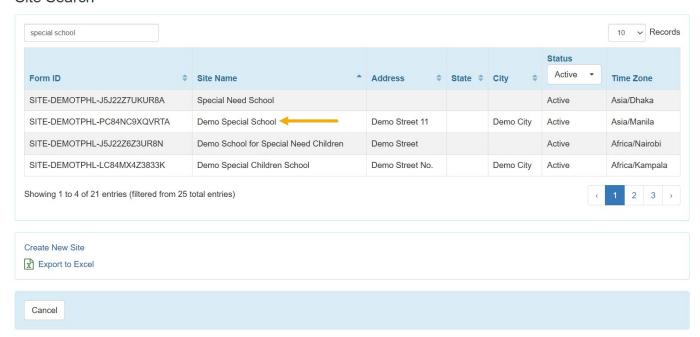
1. Click on the **List** beside **Site** in the **Admin** tab.

То 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.



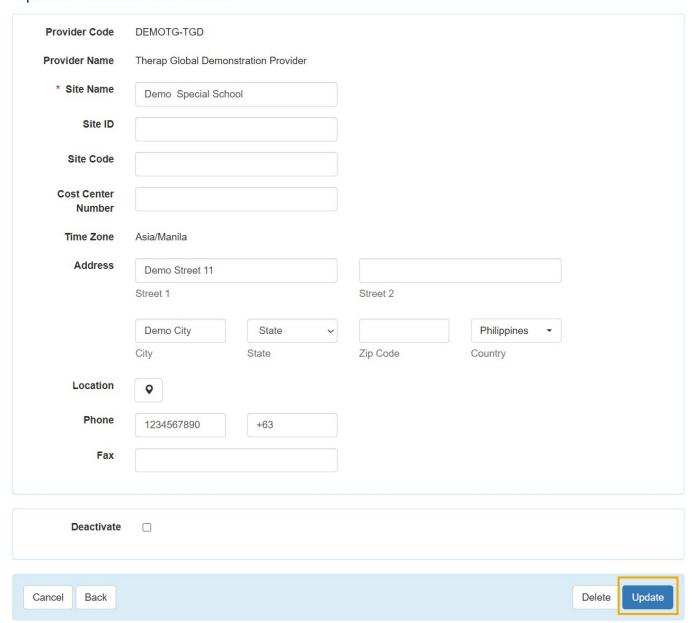
Site Search



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 6



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



Site Search

The form SITE-DEMOTPHL-PC84NC9XQVRTA has been successfully updated