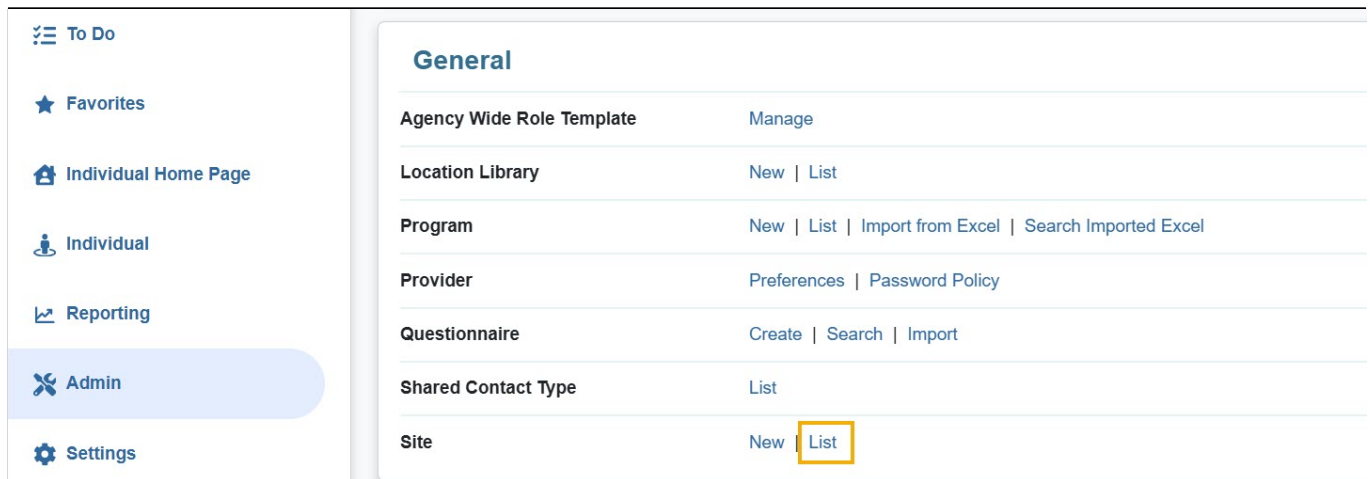


Update Site

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.



The screenshot shows the Admin tab selected in the left sidebar. The main content area displays the 'General' section with a table of system settings. The 'Site' row is highlighted, and the 'List' link is enclosed in a yellow box.

General	
Agency Wide Role Template	Manage
Location Library	New List
Program	New List Import from Excel Search Imported Excel
Provider	Preferences Password Policy
Questionnaire	Create Search Import
Shared Contact Type	List
Site	New List

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

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