

## 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

15 Records

Form ID	Site Name	Address	State	City	Status	Time Zone
SITE-DEMOTPHL-K6K4NJ5YUMUL	Demo Special School	Demo Street		Dhaka	Active	Asia/Dhaka
SITE-DEMOTPHL-K954NFFZ5MUL8	Nepal Special School Demo	Bharam			Active	Asia/Kathmandu

Showing 1 to 2 of 2 entries (filtered from 7 total entries)

Previous 1 Next

[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/Dhaka		
<b>Address</b>	<input type="text" value="Demo Street"/>	<input type="text"/>	
	Street 1	Street 2	
	<input type="text" value="Dhaka"/>	<input type="text" value="State"/>	<input type="text"/>
	City	State	Zip Code
			<input type="text" value="Bangladesh"/>
			Country
<b>Location</b>	<input type="text" value="📍"/>		
<b>Phone</b>	<input type="text" value="1111111111"/>	<input type="text" value="111"/>	
<b>Fax</b>	<input type="text"/>		

**Deactivate** ☐

4. You will see a success message **“Site has been updated”**.

## Site Search

Site has been updated