3.8.5 Remove or Restore Site

Remove a Site

You can remove a Site to make it unavailable. This removes all Events, Users, and Subjects for the Site, but does not delete any data. After removing a Site, you can restore it, if needed. To remove a Site:

1. [Change the current Study](#) to the Study whose Site you want to remove.
2. Select Tasks > Build Study.
   The Build Study page for the current Study opens.
3. In Actions column for the Create Sites task, click the View icon.
   The Manage All Sites in Study page opens, listing all Sites in the current Study.
4. In the table, click the Remove icon for the Site you want to remove.
   The Confirm Removal of Site page opens.
5. Click Remove Site.
6. In the confirmation dialog box, click OK.
   The Manage All Sites page opens. The status for the Site is reported as "removed."

Restore a Site

After removing a Site, you can restore it if you want to access it again. The relationships of Subjects to the Site and the Site to the Study are preserved. To restore a Site:

1. [Change the current Study](#) to the Study whose Site you want to restore.
2. Select Tasks > Build Study.
   The Build Study page for the current Study opens.
3. In Actions column for the Create Sites task, click the View icon.
   The Manage All Sites in Study page opens, listing all Sites in the current Study.
4. In the table, click the Restore icon for the Site you want to restore.
   The Confirm Restore of Site page opens.
5. Click Restore Site.
6. In the confirmation dialog box, click OK.
   The Manage All Sites page opens, and the Site status is no longer "removed."

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