

How to Deactivate a Site

Consumption Sites for a customer cannot be deleted but it can be deactivated. A deactivated site will not appear on any transactions.

There are two ways on how a site can be deactivated:

- **By Unchecking the Active checkbox**

1. [Open a Consumption Sites record.](#)
2. On the **Site** tab, deselect the **Active checkbox**. Most of the toolbar buttons will be disabled.


The screenshot shows the 'Site' tab of a Consumption Sites record. The 'Location Information' section contains the following fields: 'Site No' (0000), 'Billing By' (Tank), 'Description' (Tank A), 'Search Address' (Enter a location), and 'Address' (1234 Main St.). The 'Active' checkbox is located to the right of the 'Billing By' dropdown and is highlighted with a red box.

3. Save the changes in the Consumption Sites record. Once the changes are successfully saved the **Save toolbar button** will be disabled as well.

- **By Reassigning a Site**

Please see [How to Reassign a Consumption Site](#) topic.

The screenshot shows the 'Site Action' dropdown menu. The options are: 'Add Site', 'Associate Site', 'Device Action', and 'Reassign Site'. The 'Reassign Site' option is highlighted with a red box.

 In order to save any additional changes in an inactive site, you have to activate it first.

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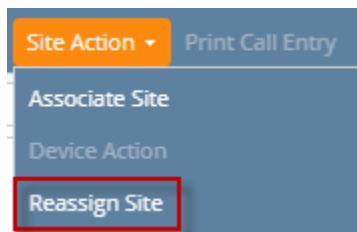
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