# 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:

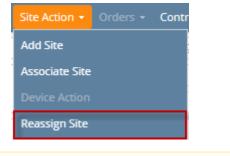
- By Unchecking the Active checkbox
  - 1. Open a Consumption Sites record.
  - 2. On the Site tab, deselect the Active checkbox. Most of the toolbar buttons will be disabled.

Site Detail I	Devices	Associated Sites	Appliances	Order	Deliveries					
Location Information										
Site No 0000 Billing By Tank v Active										
Description Tank A										
Search Address Enter a location										
Address: 📎	1234 Ma	1234 Main St.								

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.



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

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Showing 1 Consumption	on Site	Site	Detail	Devices	Associated Sites	Appliances	Call Entry	Delivery H
+ Q Filter (F3)	57	Loca	ation Info	rmation				
Address*	Site	No	~ [	Active				
1234 Main Street	Desc	ription	Tank A					
		Sear	ch Addre	ss Enter	a location			
		Addr	ress: 📎	1234	Main Street			

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Showing 1 Consumption		+ Site De	tail Devices	Associated Sites	Appliances	Call En
+ Q Filter Records (F	3)	Location Inf	ormation			
Address De	escription	Site No:	0001 Billing	By: Tank	~	Active
1234 Main St. Ta	ank A	Description:	Tank A			
		Address: 📎	1234 Main St.			
		(#1) (#1)				

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Please see How to Reassign a Consumption Site topic.

Consumption Sites - 0001005078										
New Save	e Search	Undo Attac	h Device 👻	Site Actio			Add Call	Entry		ı Co
Customer:	Customer	A	C	u Associat	e Site			Curre	ent:	
Address:	Address: 1234 Main St. Fort Wayne, IN 46801		Т	e Device A	Device Action			Total Past Due:		
	Tore wayne, in 40801			Re Delivery	Delivery			0.00 Budget Amt		Due:
Phone:	1000000	00	C	Cri Reassign Site			0.00 Prepaid Balance:			
Showing 1	Showing 1 Consumption			Site Detail Devices Associated				d Sites Appliance		all Ent
+ Q Filter Records (F3)			Location Information							
Address Description		Site N	Site No: 0001 Billing By: Tank 🗸 🖌 Active						tive	
1234 Main	St.	Tank A	Descri	iption: Tan	nk A					
			Addre	Address: 🛞 1234 Main St.						

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