## No. 2 How to add and delete sites



Step	Instruction	Screenshot	
Add new site			
1.	<ul> <li>Click on Dashboard, manage site/users.</li> </ul>	Food Safety Management Platform         Dashboard         Image: Colspan="2">Mothly statistical overview for March 2025         Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2"         Image: Colspan="2">Dashboard         Image: Colspan="2">Colspan="2"         Image: Colspan="2"       Image: Colspan="2"         Image: Colspan="2"       Image: Colspa	
2.	- Select Manage site.	Manage sites & Users         Manage sites & Users         Manage site       Manage Single User         Add new site         INFORTANT. Rease be coreful when deleting sites as it may have an impact on your questionnaire reporting.         Site Name         Norten	
3.	<ul> <li>Type in the site name into the "Site Name" box.</li> </ul>	Manage sites & users         Manage sites & users         Manage site       Manage Single User         And new site         HORD TWIN These be correct when deleting sites as it may have an impact on your questionnaire reporting.         Site Nome         Verter	
4.	<ul> <li>Click on +add site and the new site will be added to the system.</li> </ul>	Food Safety Management Platform Manage sites & users Manage sites & Manage Single User Built Upload Users Archived Users Add new site MHORTANIT Rease be careful when deleting bits on it may have an inpact on your questionnaire reporting. Site Norma Table State Sta	
Delete site			
5.	<ul> <li>Go to Dashboard / Manage sites and users.</li> <li>Click on manage Sites.</li> <li>Identify which site you would like to delete and click on the red cross.</li> <li>A pop up will appear click on ok and the site will be deleted.</li> </ul>	Manage Sites     Manage Single User     Bulk Upload Users     Archived Users       Add new site     IMPORTANT: Please be careful when deleting sites as it may have an impact on your questionnaire reporting.       Site Name <ul> <li>add site</li> <li>Billingham</li> <li>Norton</li> <li>Stockton</li> </ul>	



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