

# How do I Soft Delete a site from the Sites tool?

Soft Delete is the default deletion method, and can be done from either the Sites tool in the Administration Workspace, or the [Worksite Setup tool](#) for users with deletion permissions.

## Go to Sites.

Select the **Sites** tool from the Tool Menu in the Administration Workspace.

## Locate the site you want to soft delete.



Administration Workspace: Sites

New Site      Site ID  User ID

**Sites**

These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 1 of 1 results.

Site Id	Title	Published	Joinable?	Type	Description, URLs
<a href="#">f034477-edc6-488a-b20b-ca23142a9cc2</a>	EDD0003	✓		course	Created: Aug 8, 2014 11:14 am Sakai Administrator

Find the site you want to delete by performing a search. For example:

1. Enter a search term, such as the site title.
2. Click **Search**.
3. Click on the site id in the search results to go to the detail page for that site.

