

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.



The screenshot shows the 'Administration Workspace: Sites' interface. At the top, there is a search bar with a 'New Site' button, a search input field containing 'edd0003', a 'Search' button, a 'Clear Search' button, and fields for 'Site ID' and 'User ID'. Below the search bar, the 'Sites' section is displayed with a list of sites. The first site is highlighted with a red box around its ID, 'edd0003'. The search results table has columns for Site Id, Title, Published, Joinable?, Type, and Description, URLs. The first row shows the site ID 'edd0003', title 'EDD0003', published status '✓', type 'course', and description 'Created: Aug 8, 2014 11:14 am Sakai Administrator'. A red box highlights the site ID in the first row. The search results are displayed in a table format with the following columns: Site Id, Title, Published, Joinable?, Type, and Description, URLs. The first row shows the site ID 'edd0003', title 'EDD0003', published status '✓', type 'course', and description 'Created: Aug 8, 2014 11:14 am Sakai Administrator'. A red box highlights the site ID in the first row.

Site Id	Title	Published	Joinable?	Type	Description, URLs
edd0003	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.

Select the Yes radio button next to Softly Deleted.

Administration Workspace: Sites

Remove Site Save As

Edit: Site fd034477-edc6-488a-b20b-ca23142a9cc2
Review and modify this Site's information.

Site

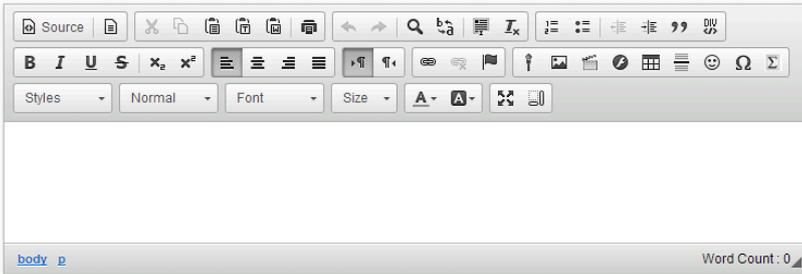
Site Id: fd034477-edc6-488a-b20b-ca23142a9cc2

Title:

Site URL Alias:

Type:

Short Description:

Description: 

Published: unpublished published

Softly Deleted: yes no

Joinable?: yes no

Role to assign to joiners:

Scroll down and click Save.

Softly Deleted on:

Properties

sections_externally_maintained:	<input type="text" value="true"/>
original-site-id:	<input type="text" value="a4b2dc39-2233-41b6-9ce7"/>
term:	<input type="text" value="Fall 2014"/>
term_eid:	<input type="text" value="F20"/>
sections_student_switching_allowed:	<input type="text" value="false"/>
sections_student_registration_allowed:	<input type="text" value="false"/>

Continue Editing

Add/Edit Properties

[Properties](#)

Add/Edit pages

[Pages](#)

Add/Edit groups

[Groups](#)

Complete the Site Edit