

# Site - Administration Deactivate

A **Deactivate** button is available in the administration navigation. Clicking this button will prompt you with a confirmation dialog asking you to confirm your decision before proceeding. This is to prevent accidental deactivation.

## What Happens When You Deactivate

- The application will no longer be accessible to users — the form will not be available for new submissions
- The application will be removed from the department page and navigation menus
- All existing submission records, notes, and history are preserved and are not deleted
- If your organization is on a membership plan with a limit on the number of active applications, deactivating this application will reduce your active application count making room to deploy a new one

## Reactivation

Once deactivated an application cannot be reactivated from the administration panel. If you need to redeploy the application you can do so from the **Deploy New** menu. Any previously configured settings will need to be reconfigured on the new deployment.

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## Notes

- Deactivation is permanent from the administration side — proceed with caution
  - If you are unsure whether to deactivate, consider updating the application settings instead such as restricting it to internal users only by setting **Public Facing** to **No**
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