

APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers

1. Navigate to the **SSU** application from the Navigation Grid (waffle) and select the **Sites** module from the left



2. Locate the Active Site which you wish to mark as **Closed** and double click the name to open.

By Status	Site ...	Principal Investigator	Institution Name	Status
<input type="checkbox"/>	1674	Michael Scott	Dunder-Mifflin Paper...	Active
<input type="checkbox"/>	1777	Edward Olivander	Hagrid's Animal Hos...	Active

Test Site #2 | Essential Documents | All Documents | Communication Log | Institutions

Required fields are marked with an asterisk (*)

Institution Name: * Test Site #2

CRA: Editor 105

Start-Up Specialist: Editor 102

Contacts

<input type="checkbox"/>	Last Name	First Name	E-mail	Contact Type
<input type="checkbox"/>	Potter	Harry	hpotter@ti.com	Principal Investigator
<input type="checkbox"/>	Fakeperson	Ashley	Fakeemail@fakestuffemail.c...	Sub-Investigator

Address

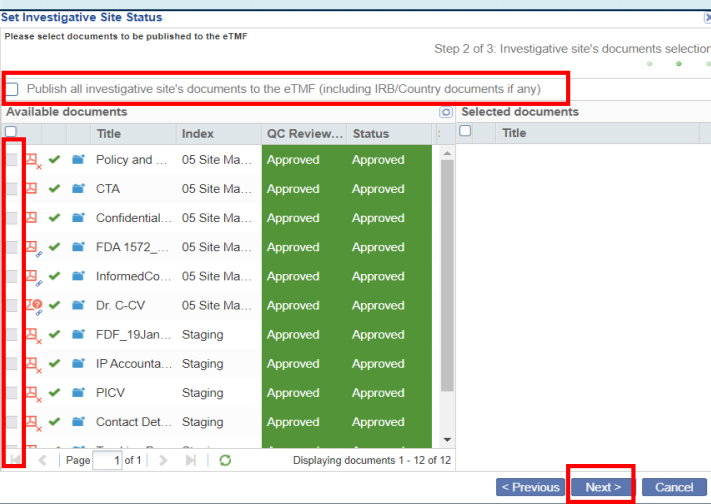
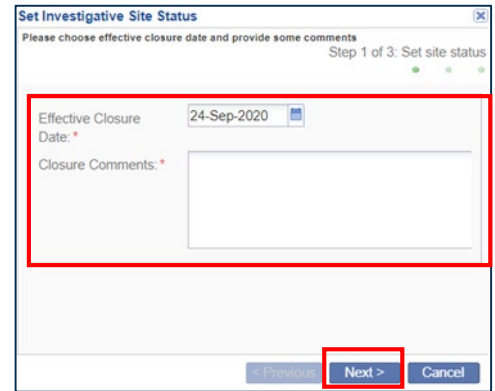
More...

Edit History: Profile created by Editor 102 on 25-Feb-2020 11:50:40 AM EDT
Last updated by Admin 103 on 23-Sep-2020 7:27:14 AM EST

Close Site

3. Click the **Close Site** button at the bottom to begin closing the site.

4. Enter the Effective Closure Date and Closure Comments then click Next



5a. Select the documents that should get published to the eTMF by checking the box next to the document type icon

or

5b. Choose to publish all documents to the eTMF by clicking the box at the top, followed by **Next**



6. Click Close to close the Site

Note: A closed site will still show up on the eTMF health report