How to Mark a Site as Closed

TI version 10.6

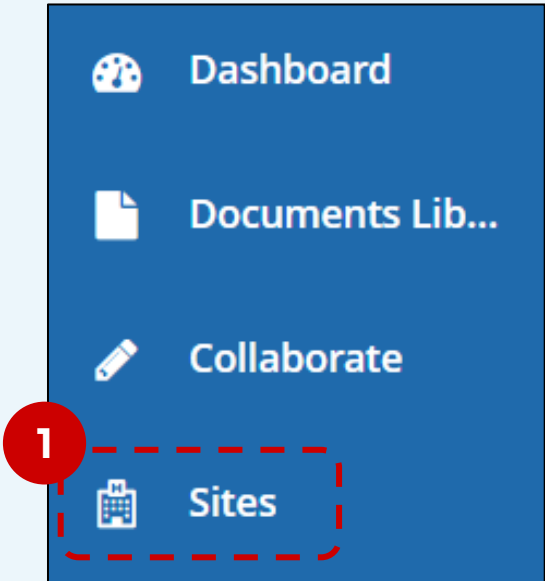## TRIAL INTERACTIVE

APPLICABLE TO:

- ● Admin
- ● Manager
- ● Editor
- ○ Reader

- ● eTMF
- ● Collaborate
- ● eISF

📝 This Job Aid covers a process that may look slightly difference from a room to another due to different product offering and customization properties.
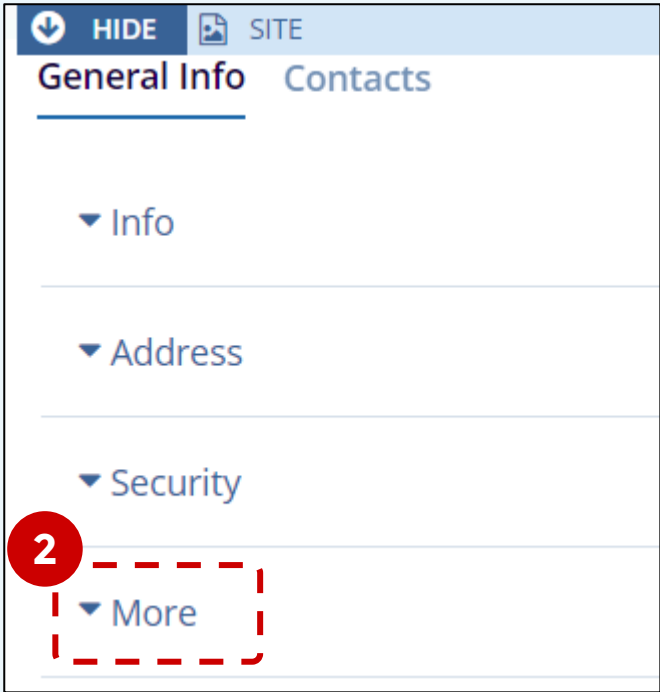
1 Using the navigation column, enter the **Sites** area.

2 Select **one** Site.

3 Expand the Site pane at the bottom of your screen.
Scroll to and click on the **More** section.

TRIAL INTERACTIVE

4 Extend the <u>Status</u> dropdown, and select **Closed**.

📝 If this dropdown is not selectable, the room is likely integrated with offerings that auto-manage site statuses (like CTMS or SSU).

5 Scroll to and enter the **Effective Closure Date**.

6 Save your changes. Button is located at bottom of the Site pane.

7 The site is now listed in the **Closed** category.