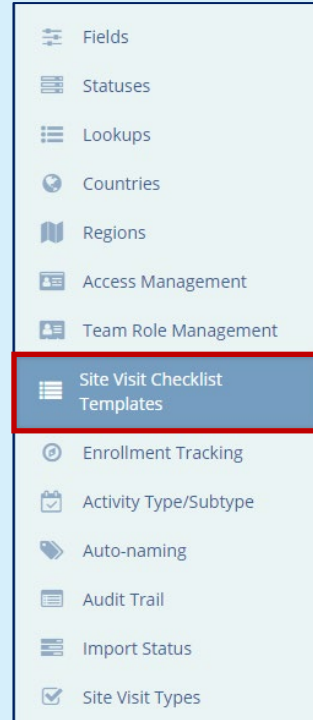


APPLICABLE TO:

- Company Admin
- Study Manager
- CRA
- CTMS

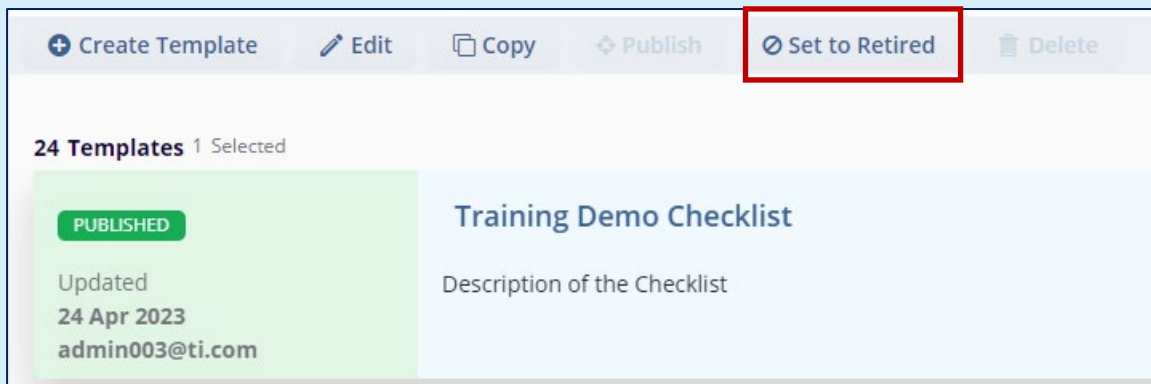
1. Navigate to the Settings area.

2. Select 'Site Visit Checklist Templates' from the navigation links at the left side of the screen.



3. Select the checklist from the list shown.

4. Press the **Set to Retired** button in the menu above the list.



5. Press the **Set Retired** button.

Set Retired Site Visit Checklist Template □ ×

Do you want to set the following Checklist Template to Retired?

Name Training Demo Checklist

Status **PUBLISHED**

Description Description of the Checklist

Cancel **Set Retired**