

## APPLICABLE TO:

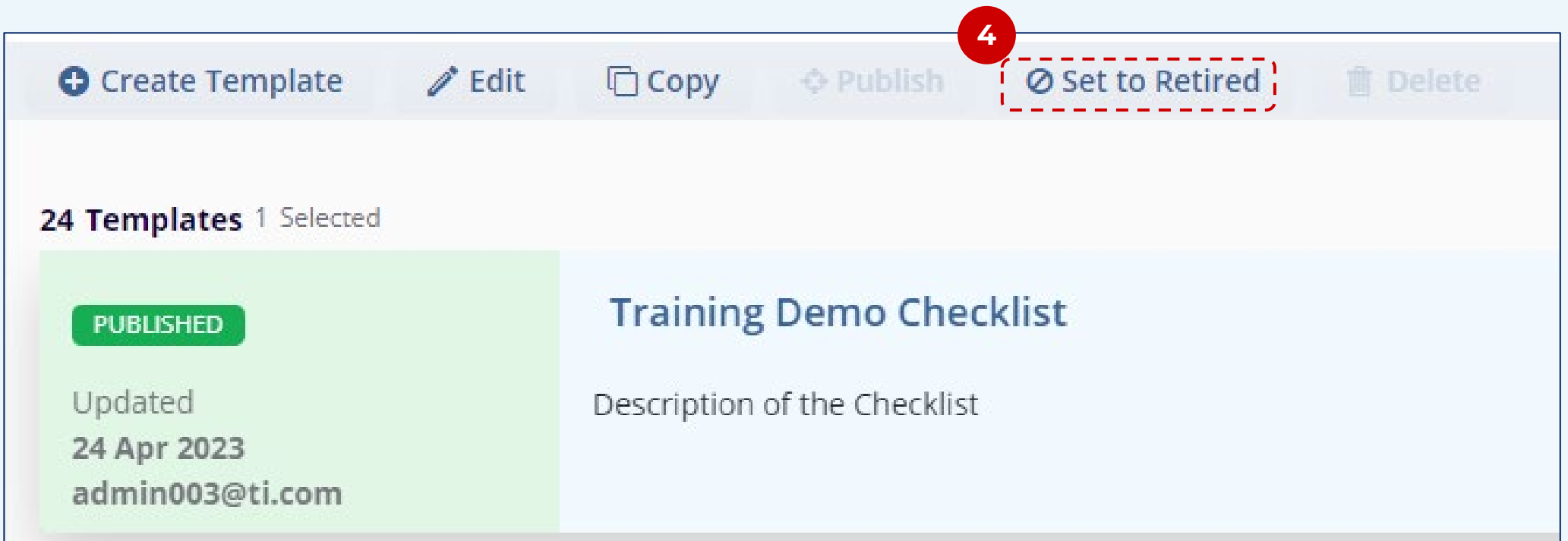
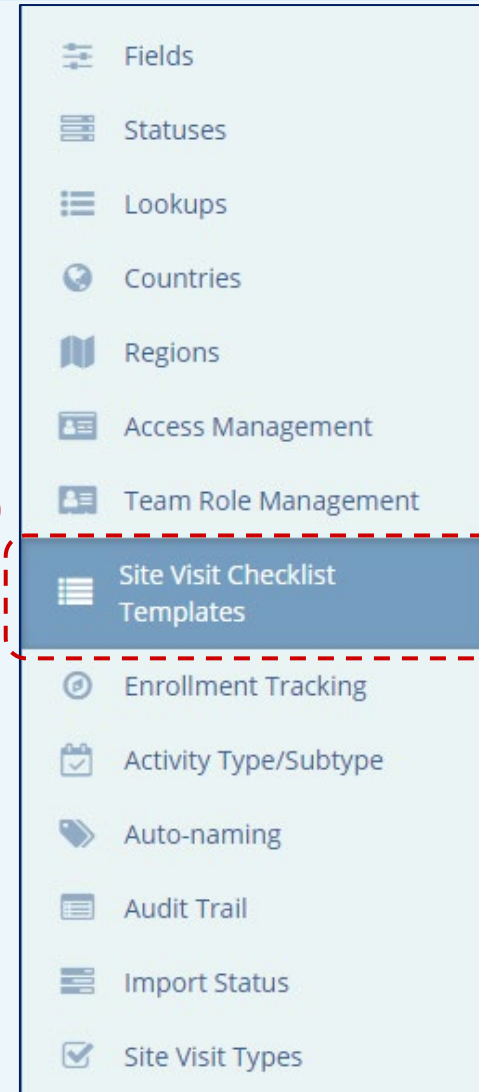
- Company Admin
- Study Manager
- CRA

**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 to be published from the list displayed.

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



- 5 In the popup window that opens, press the **Set Retired** button to confirm that you wish to retire the checklist template.

