

APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

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

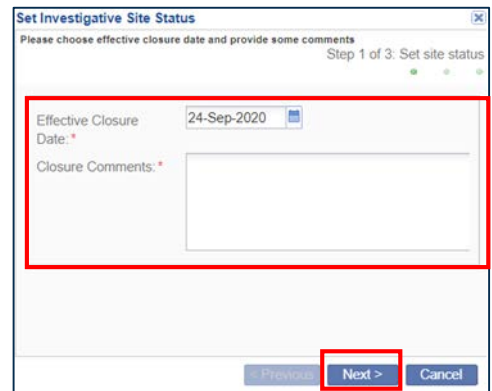
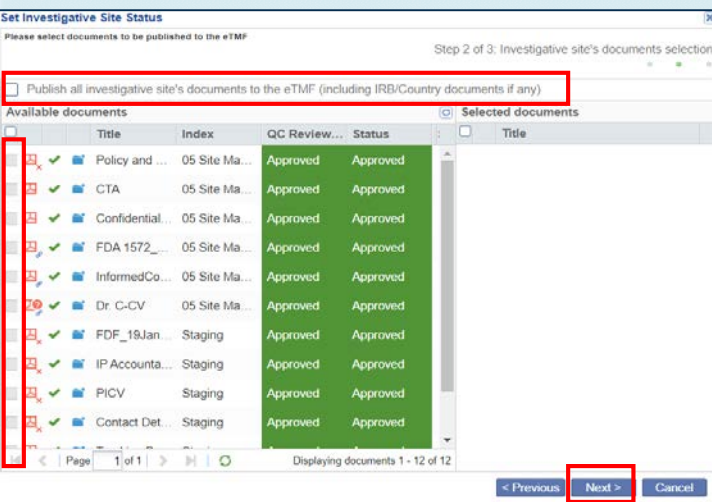


2. Locate the Active Site in which you wish to mark as **Closed** and double click the name to open.

By Status	Site ...	Principal Investigator	Institution Name	Status
	★ 1674	Michael Scott	Dunder-Mifflin Paper...	Active
	★ 1777	Edward Olivander	Hagrid's Animal Hos...	Active

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**

Available documents	Title	Index	QC Review...	Status	Selected documents
<input type="checkbox"/>	Policy and ...	05 Site Ma...	Approved	Approved	<input type="checkbox"/>
<input type="checkbox"/>	CTA	05 Site Ma...	Approved	Approved	<input type="checkbox"/>
<input type="checkbox"/>	Confidential...	05 Site Ma...	Approved	Approved	<input type="checkbox"/>
<input type="checkbox"/>	FDA 1572_...	05 Site Ma...	Approved	Approved	<input type="checkbox"/>
<input type="checkbox"/>	InformedCo...	05 Site Ma...	Approved	Approved	<input type="checkbox"/>
<input type="checkbox"/>	Dr. C-CV	05 Site Ma...	Approved	Approved	<input type="checkbox"/>
<input type="checkbox"/>	FDF_19Jan...	Staging	Approved	Approved	<input type="checkbox"/>
<input type="checkbox"/>	IP Accounta...	Staging	Approved	Approved	<input type="checkbox"/>
<input type="checkbox"/>	PICV	Staging	Approved	Approved	<input type="checkbox"/>
<input type="checkbox"/>	Contact Det...	Staging	Approved	Approved	<input type="checkbox"/>

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