

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

Site Activation	O A	dd 🦯 Edi	it 😑 Delete 🛉 Impor	t 🕹 Export 🕴 💕 Mass	Coding
By Status 🔹 💿 🛙		Site	Principal Investigator	Institution Name	Status
	_ 0 *	1674	Michael Scott	Dunder-Mifflin Paper	Active
r 🖕 All	0 *	1777	Edward Ollivander	Hagrid's Animal Hos	Active
🖬 Active [7]		400.450			

	fields are marked with a								
Institution Name:* CRA: Start-Up Specialist:		Test Site #2	Test Site #2 x Editor 105 y Editor 102						
		× Editor 105							
		+ Editor 102							
- C	ontacts								
0	Last Name -	First Name	E-mail	Contact Type					
0	Potter	Harry	hpotter@ti.com	Principal Investigator					
0.	L Fakeperson	Ashley	Fakeemail@fakestuffemail.c	Sub-Investigator					
• M	ore								
Edit His		Profile created t Last updated by	y Editor 102 on 25-Feb-2020 11:50: Admin 103 on 23-Sep-2020 7:27:14	40 AM EDT AM EST					
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3. Click the **Close Site** button at the bottom to begin closing the site.



TI v10.1 Sept. 2020 Page 1 of 2

T R I A L INTERACTIVE

How to Mark a Site as Closed TI v 10.1

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

		-	e Site Status ments to be publis							1.
ease s	elec	docu	ments to be publis	hed to the eTMP			Ste	p 2 of	3: Investigative site's documents se	electio
							1000			•
] Pu	blisl	h all i	nvestigative site	's documents to	the eTMF (inclu	iding IRB/Cou	ntry de	cume	ents if any)	
Available documents					0	Selected documents				
)			Title	Index	QC Review	Status		0	Title	
<u>الم</u>	~	8	Policy and	05 Site Ma	Approved	Approved				
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권	-	ar.	Confidential	05 Site Ma	Approved	Approved				
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지	4	-	InformedCo	05 Site Ma	Approved	Approved				
20	-	-	Dr. C-CV	05 Site Ma	Approved	Approved				
а,	~		FDF_19Jan	Staging	Approved	Approved				
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4	-	-	PICV	Staging	Approved	Approved	1			
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-				-	100	12 12	-			
14		Page	1 of 1 📎	MIO	Displaying	documents 1 - 12	2 of 12			
									< Previous Next > Car	icel



Please choose effective close	are date and provide some comments	
	Step	1 of 3: Set site statu
Effective Closure Date:*	24-Sep-2020	
Closure Comments:*		

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



TI v10.1 Sept. 2020 Page 2 of 2