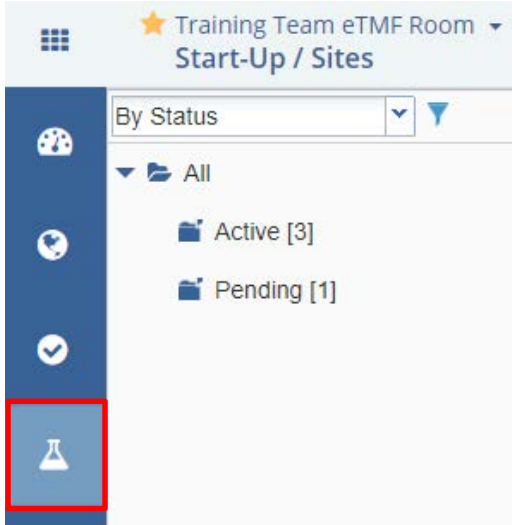
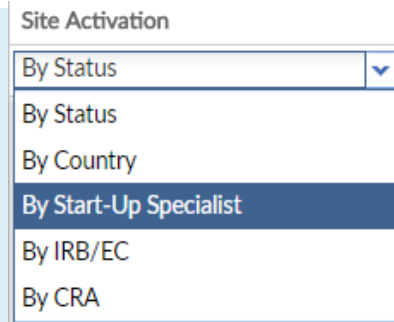


Applicable to: Administrators Editors Readers eTMF Study Start-up



1. Navigate to **Start-Up** and select the **Sites** module.

2. Use the drop down to filter your sites.



	Instit...	Site E...	Site ...	Site	Status	IRB/...	Princi...	PI Fir...	PI La...	CRA	Start-...
<input type="checkbox"/>	Disne...	107	Site 1...	Active	Ches...	Break...	Break	Glass			Edito...
<input checked="" type="checkbox"/>	DPU ...		Site E...	Pendi...	JP IRB	Edwa...	Edward	Libby			Edito...

3. Select the site to activate.

Click **Edit**.

The site profile opens

Disney World Cancer Care | Essential Documents | All Documents | Communication Log | Institutions

Required fields are marked with an asterisk (*)

Institution Name: Disney World Cancer Care

IRB/EC Type: Central

IRB/EC Name: Chesapeake IRB

CRA: Reader 102

Start-Up Specialist: Editor 101 | Editor 102

Contacts:

Last Name	First Name	E-mail	Contact Type
Glass	Break	bglass@disneywccc.org	Principal Investigator
Duck	Darfy	darfy1@disney.com	Regulatory Contact
Maxwell	James	tsubidem@gmail.com	Sub-Investigator

Address:

More...

Edit History:

Profile created by Editor 101 on 16 January 2018 11:39:23 EDT
Last updated by Editor 101 on 14 February 2018 14:06:13 EDT

Essential Documents Progress

Investigative Site Disney World Cancer Care: 100%

Expected Submission Date: 18 Jan 2018

Site Activation Date: 15 Jan 2018

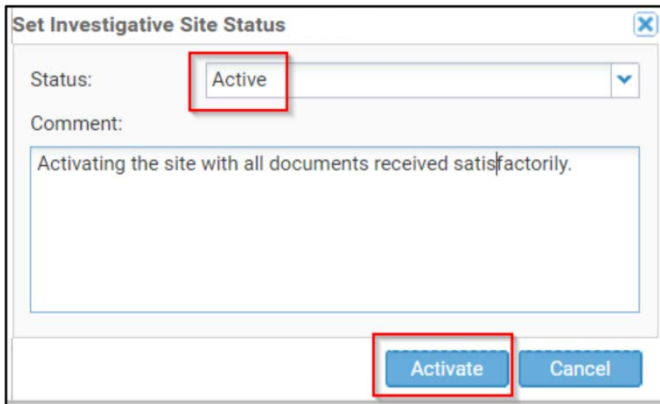
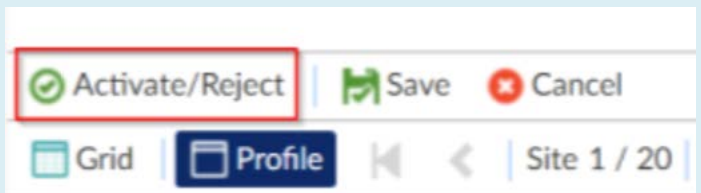
Save | Cancel | Requirements | Regulatory Approvals: 0



When all required documents are approved, the **Essential Documents Progress** bars within the site profile show 100%.

The system will now allow the site to be activated.

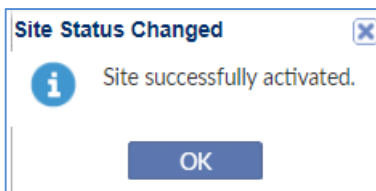
4. Click **Activate/Reject**.




5. In **Site Investigation Site Status** window, select **Activate**.

Enter any Comments.

Click **Activate**.



Essential documents will be published to the eTMF or workflow, per the room settings.

-  Room administrators can ...
 - ✓ Select which documents are published to eTMF Index or Workflow
 - ✓ Modify the activation email template
 - ✓ Select recipients of activation emails