

Navigation Grid (waffle) and select the **Sites** module from the left

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

Site Activation	Ξ	O Ado	d 🦯 Edit	t 😑 Delete 📔 🛉 Impor	t ↓Export ¶ [®] Mass	Coding
By Status	0 🗆	0	Site	Principal Investigator	Institution Name	Status
Y	_	•	1674	Michael Scott	Dunder-Mifflin Paper	Active
- 🖕 All		0 *	1777	Edward Ollivander	Hagrid's Animal Hos	Active
Active [7]		• +	400450		- 	

Start-Up

	2 Essential Documents	All Documents	Communication Log Institutions	
lequired fiel	lds are marked with an ast	erisk (*)		
nstitution	Name:*	Test Site #2		
CRA:		× Editor 105		
Start-Up S	pecialist:	× Editor 102		
- Cont	acts			
	Last Name 🔺	First Name	E-mail	Contact Type
- 1	Potter	Harry	hpotter@ti.com	Principal Investigator
- 1	Fakeperson	Ashley	Fakeemail@fakestuffemail.c	Sub-Investigator
Edit Histor	y:	Profile created by B Last updated by Ad	Editor 102 on 25-Feb-2020 11:50: Imin 103 on 23-Sep-2020 7:27:14	10 AM EDT AM EST

3. Click the **Close Site** button at the bottom to begin closing the site.



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eTMF



How to Mark a Site as Closed TI v 10.3

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

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Plea	se se	lect	docu	ments to be publis	hed to the eTMF			01-	- 0 -67				ž
								Ste	p z or a	. Investigativ	e site's docu		,
	Put	olish	all i	nvestigative site	's documents to	the eTMF (inclu	iding IRB/Coun	itry d	ocumer	nts if any)			-
Ava	ailat	ole (docu	iments				Ø	Selec	ted docume	nts		
				Title	Index	QC Review	Status	1		Title			
	ع _x	~		Policy and	05 Site Ma	Approved	Approved	Î					
	지	~		CTA	05 Site Ma	Approved	Approved	U					
	지	~		Confidential	05 Site Ma	Approved	Approved	U					
	æ,	~		FDA 1572	05 Site Ma	Approved	Approved	U					
	æ,	~		InformedCo	05 Site Ma	Approved	Approved	U					
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lease choose effective closure date and provide some comments Step 1 of 3: Set s ®	site status
٥	0.0
Effective Closure 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



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