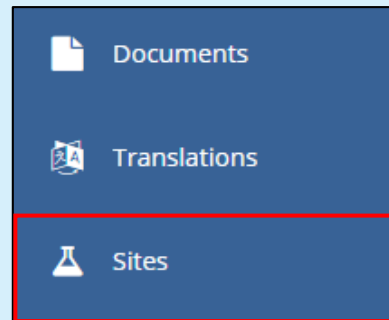


APPLICABLE TO:

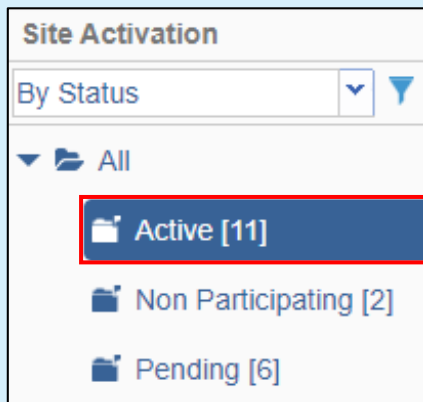
- Administrators
- Room Managers
- Editors
- Readers
- eTMF
- Study Start-Up
- myTI



1. Navigate to the **Start-Up** application from the Navigation Grid (waffle) and select the **Sites** module from the vertical navigation bar (on the left).

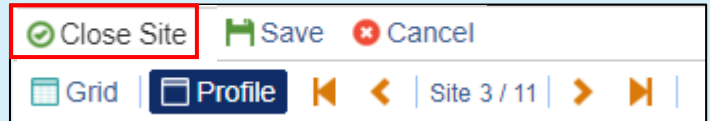


2. Locate the Active Site you wish to mark as **Closed**, select it and click on **Edit** to open site settings.

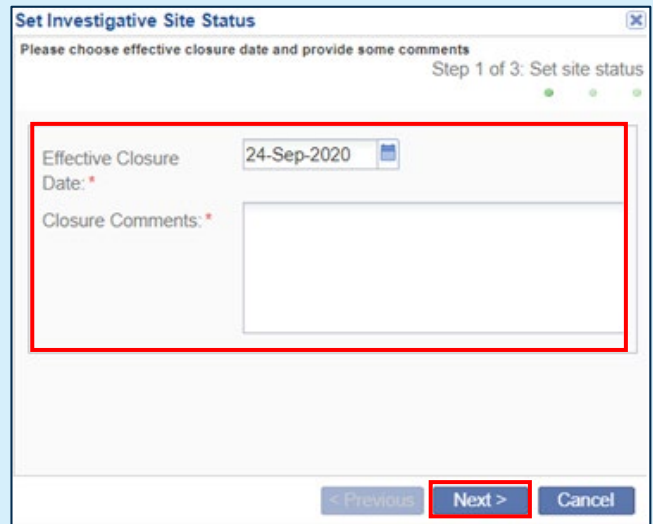


<input type="checkbox"/> Add <input checked="" type="checkbox"/> Edit <input type="checkbox"/> Delete <input type="checkbox"/> Import <input type="checkbox"/> Export <input type="checkbox"/> Mass Coding		
<input type="checkbox"/>	Institution Name ^	Site Number
<input type="checkbox"/> ★	Drumstrang Hospital	015
<input type="checkbox"/> ★	H.R. Puffenstuff	008
<input checked="" type="checkbox"/> ★	Northwestern Hospital	0131

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



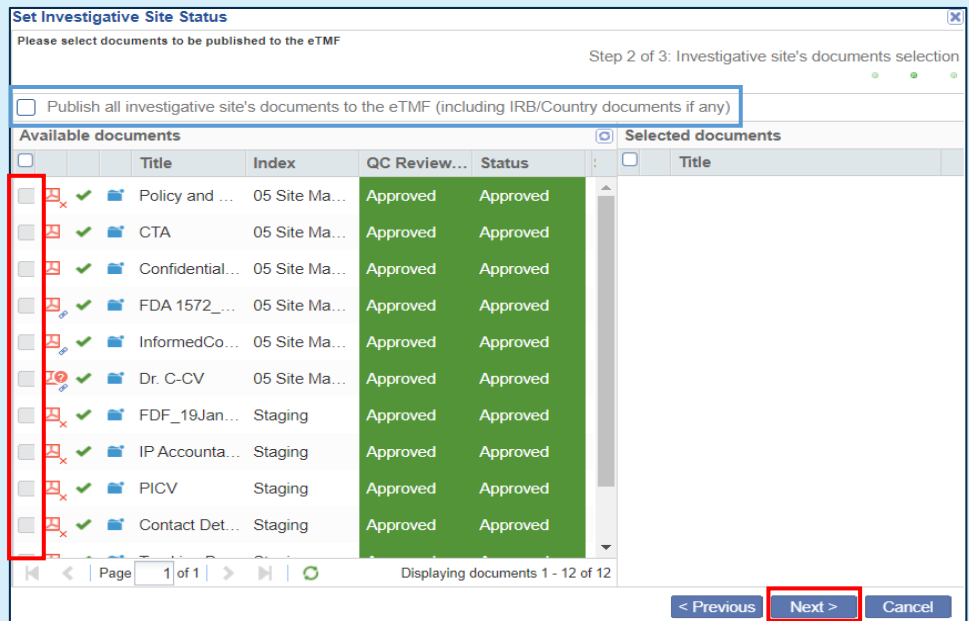
4. Enter the **Effective Closure Date** and **Closure Comments**, then click **Next**.



5a. Select the documents that should get published to the eTMF by checking the box next to each **document type icon**

OR

5b. Choose to publish **all documents** to the eTMF by clicking the box at the top. Then click **Next**.



6. A summary of the closing actions will display. Click **Close** to confirm and finish the process.

Set Investigative Site Status
✕

Site closure
Step 3 of 3: Summary

Closed

Comment:
closing

All the investigative site's documents will be published to the eTMF.

< Previous
Close
Cancel



A closed site will still show in eTMF health reports.