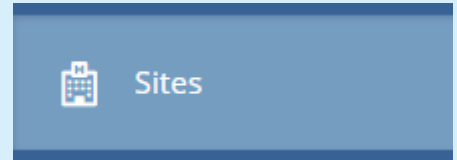


APPLICABLE TO:

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



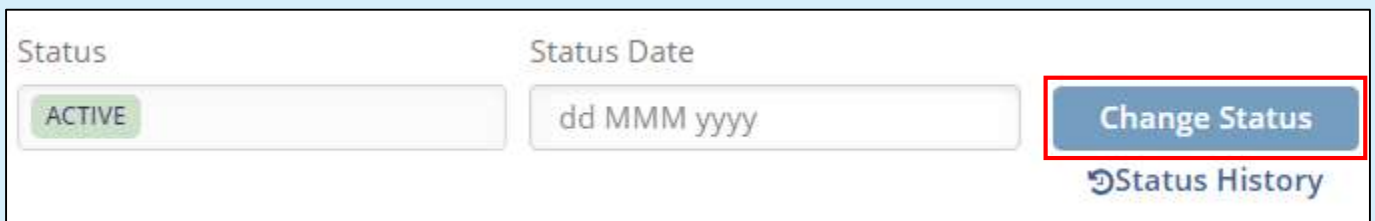
1. Navigate to the **Start-Up** application from the Navigation Grid (waffle) and select the **Sites** module from the vertical navigation bar (on the left).



2. Locate the Active Site you wish to mark as **Closed**, click on its name to open the site menu.



3. Click on **Change Status**.




4. Select the status of **Closed**, adjust the status date to the day of effective closure. Add any relevant comments and then click **Save**.

Change Status ✕

Status

CLOSED ▼

Status Date

11/10/2023 

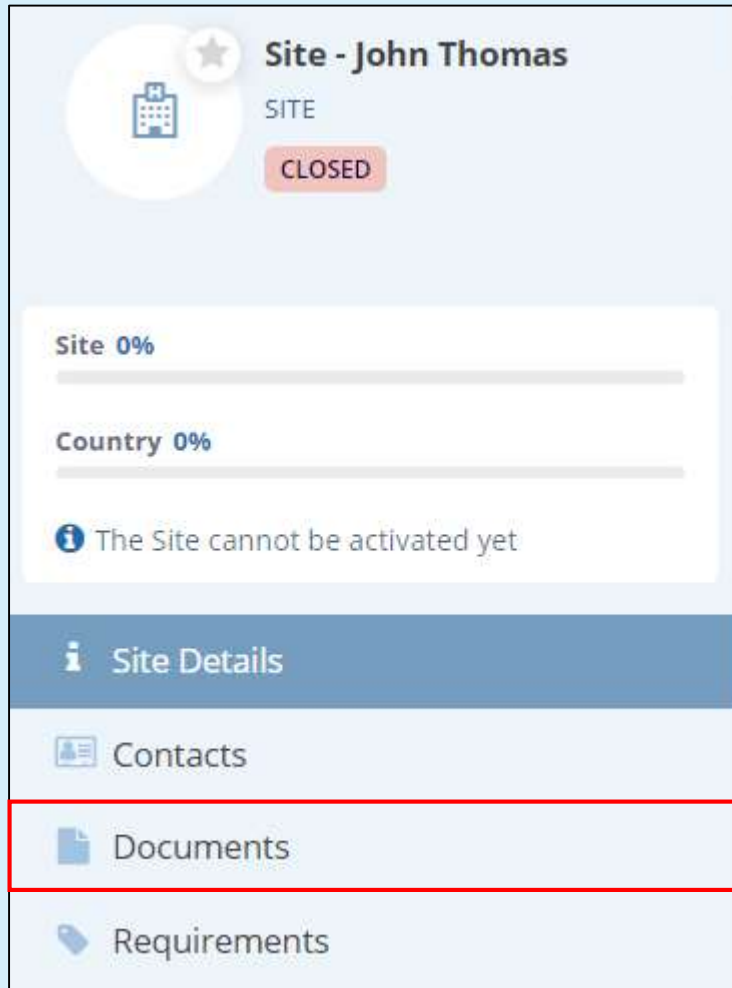
Comments

[Reason for closure]

Cancel Save

5. It's a good idea to review the site documents to identify any still pending actions (e.g. move to eTMF).

Click on **Documents** within the site navigation links to review all site documents.



The screenshot shows a site profile for "Site - John Thomas". The site is marked as "CLOSED" with a red pill-shaped button. Below the site name, there are two progress bars: "Site 0%" and "Country 0%". A message icon indicates "The Site cannot be activated yet". A navigation menu is visible at the bottom, with the "Documents" option highlighted by a red rectangular box.



A **closed** site's data will still show in eTMF health reports.