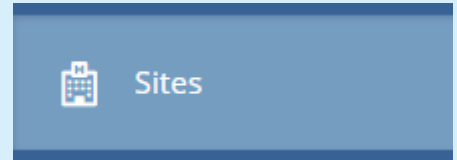**APPLICABLE TO:**

- ● Administrators
- ● Room Managers
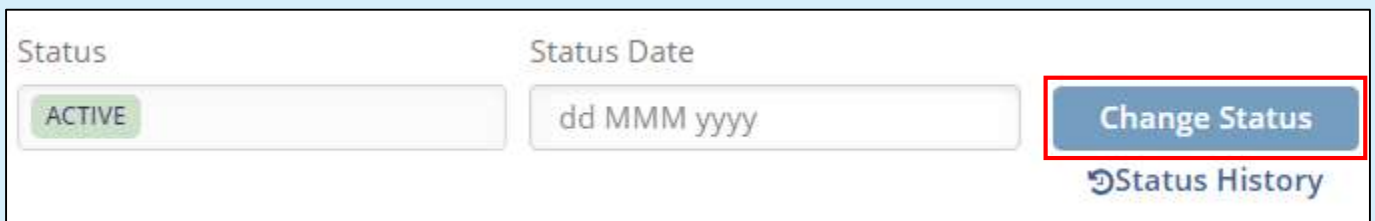- ● Editors
- ○ Readers

- ○ 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.**
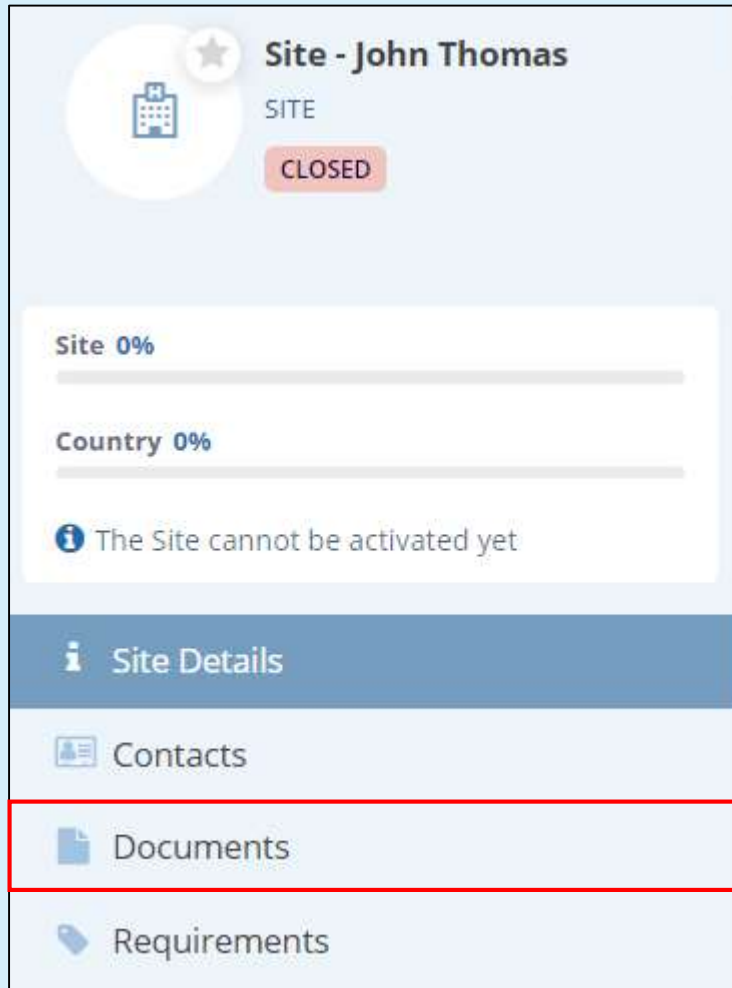
5. It's a good idea to review the site documents to identify any still pending actions (e.g. move to eTMF).
Click on **Documents** within the site navigation links to review all site documents.

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