

How to Mark a Site as Closed

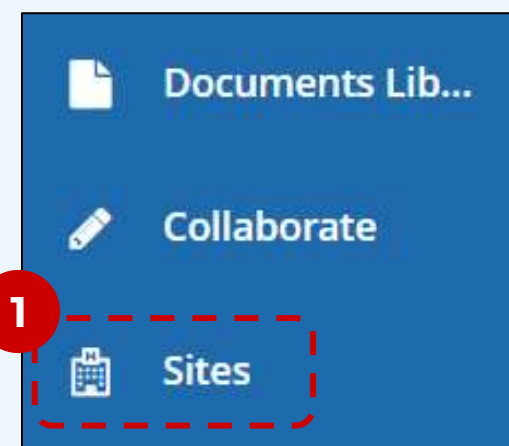
TI version 10.8

APPLICABLE TO:

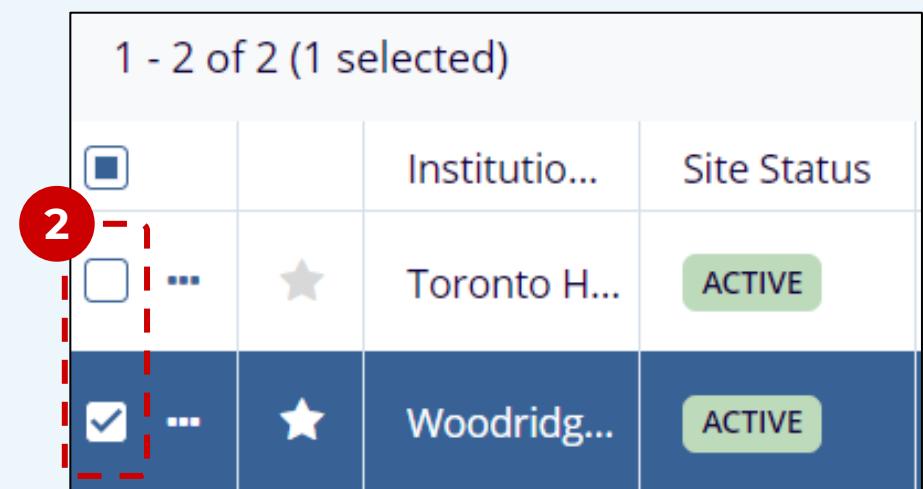
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate
- eISF

As sites conclude their activity for a specific trial or company, the related 'Site' entities in TI need updating. Depending on room configuration, this may require a manual process. This Job Aid guides users in performing that process.

- 1 Using the navigation column, enter the **Sites** area.



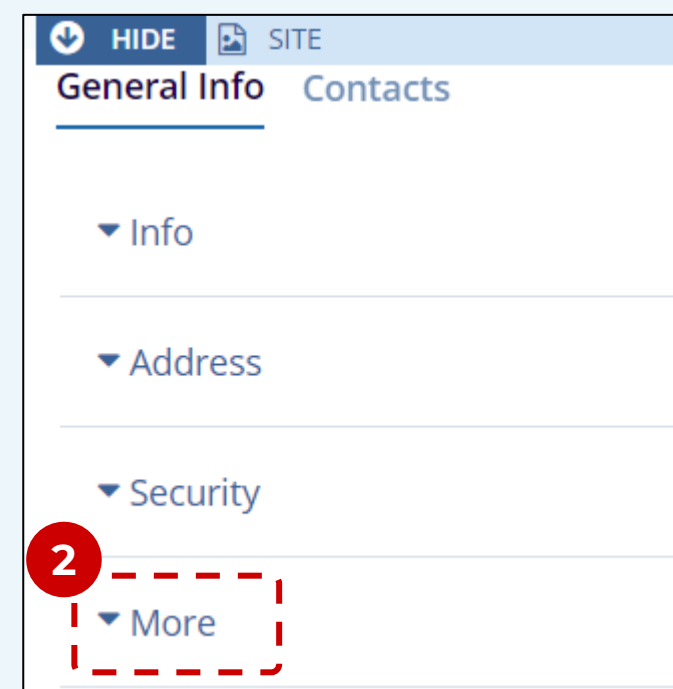
- 2 Select **one** Site.




A screenshot of a table showing a list of sites. The table has four columns: a selection column with checkboxes, a column with ellipses, a column with star icons, and a column with site names. The 'Woodridg...' row is selected, indicated by a blue background and a checked checkbox. A red dashed box highlights the selection column for the 'Woodridg...' row, and a red circle with the number '2' is placed to its left.

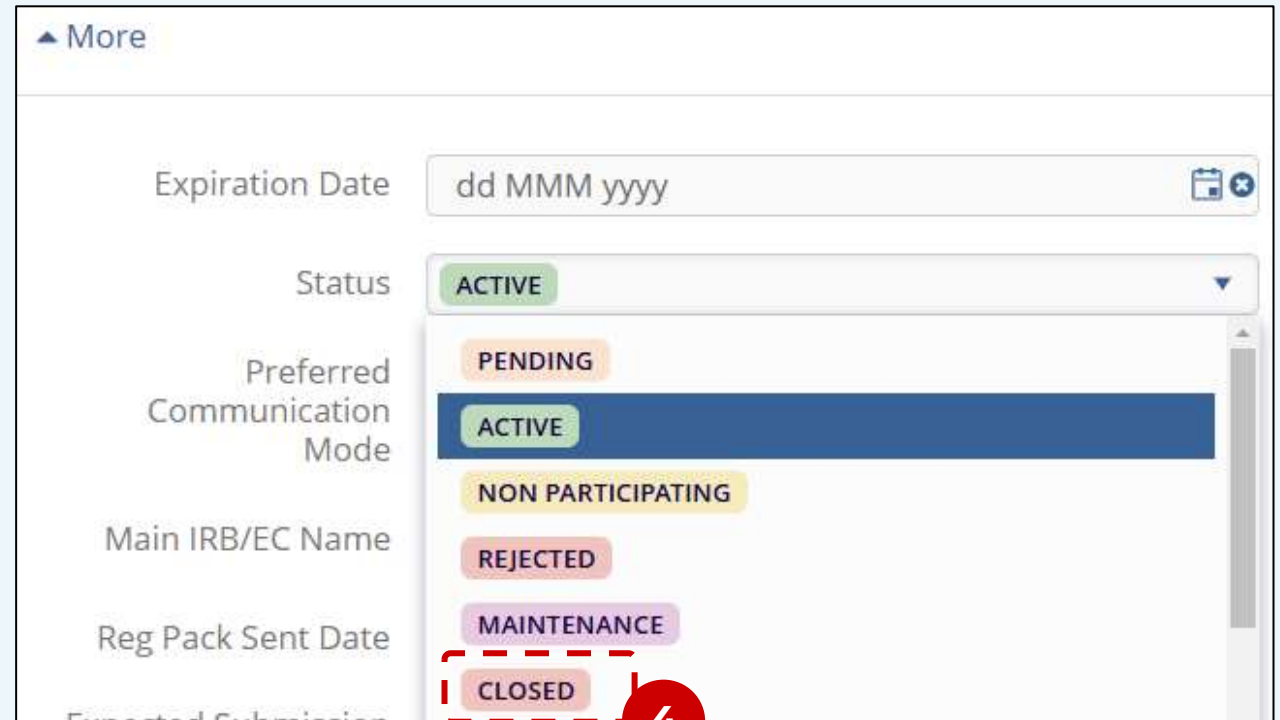
1 - 2 of 2 (1 selected)			
<input type="checkbox"/>		Institutio...	Site Status
<input type="checkbox"/>	...	Toronto H...	ACTIVE
<input checked="" type="checkbox"/>	...	Woodridg...	ACTIVE

- 3 Expand the Site pane at the bottom of your screen. Scroll to and click on the **More** section.

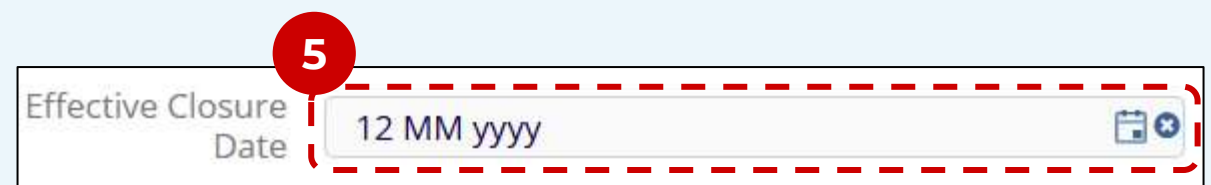


4 Extend the Status dropdown, and select **Closed**.

 If this dropdown is not selectable, the room is likely integrated with offerings that auto-manage site statuses (like CTMS or SSU).



5 Scroll to and enter the **Effective Closure Date**.



6 Save your changes. Button is located at bottom of the Site pane.



7 The site is now listed in the **Closed** category.

