

APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- SSU

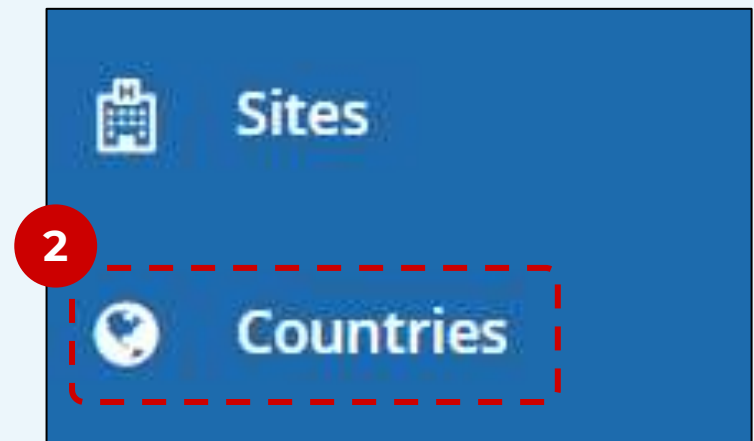
This Job Aid guides the user through changing a Country's status in the eTMF or eTMF SSU module.

Some rooms and product configurations may not need this process to be effected manually.

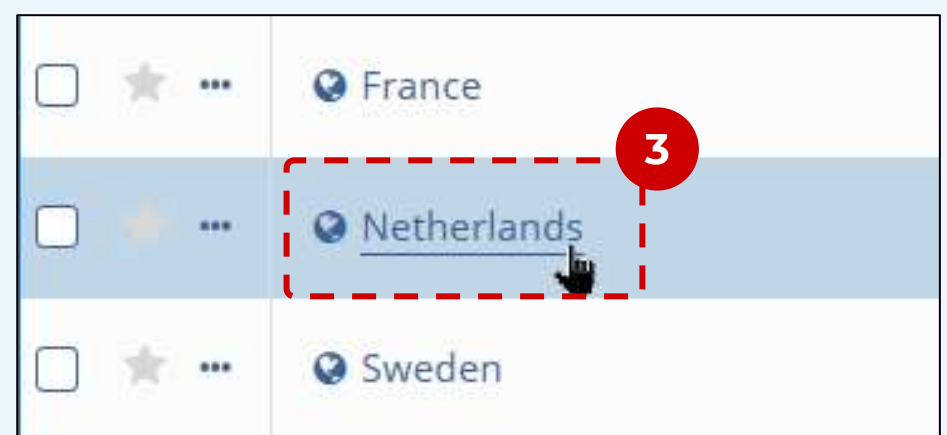
- 1** Enter a room and navigate to the **Start-Up** or **eTMF** module.



- 2** Select the **Country** menu from the navigation bar. This will display all countries present in the room.



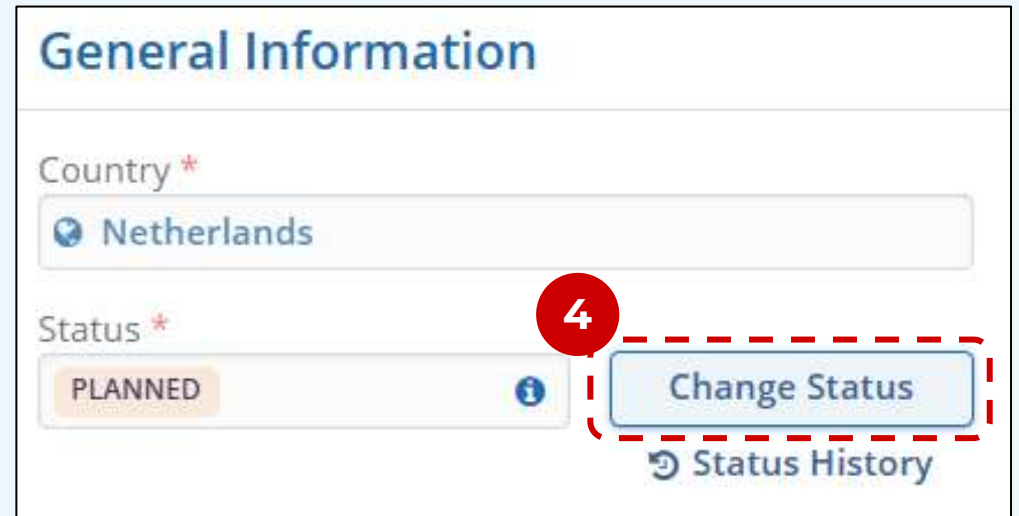
- 3** Open the Country Management page by clicking on the **country name**.



4 In General Information, click the **Change Status** button.



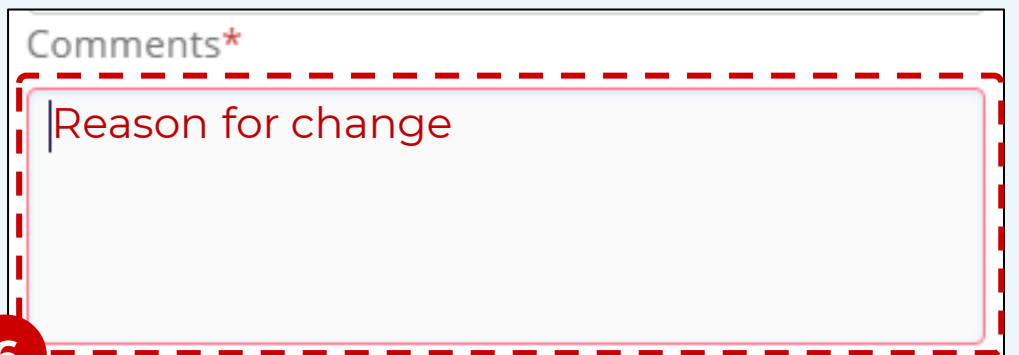
Notice there may be limitations due to activation status (in SSU) as well as integrations (with TI CTMS).



5 Select a **Status** from the dropdown list.
Optionally, change the status date.



6 Write **Comments** to document the reason for the change.



7 Click **Save** to confirm the change.

