

## From the Office of Health Informatics PowerTrials – Protocol Office Manager Closing a Study

April 29, 2025

## When the trial is done accruing patients and needs to be closed so no additional enrollments can be made, the study will be closed to accrual in Protocol Office Manager.

## **Closing a Study**

- **<u>STEP 1</u>**: Locate the study to close in the protocols list.
- STEP 2: Click the Milestones icon on the toolbar.
- **<u>STEP 3</u>**: Enter a date for **Closed** field.
- **<u>STEP 4</u>:** Once the date has been entered, click **Save**.
- STEP 5:In the Next Status dropdown,<br/>select Closed to Accrual Active<br/>Treatment and then click Apply.
- **<u>STEP 6</u>**: Click **Save**, then click the **Exit** <sup>4</sup> button.

	Milestones for		_ <b></b>
	•	5	
	Activity		Date Completed
1	Activated		03/22/2021
2	Approved		03/22/2021
3	Closed	5	**/**/****
	3		
		1.1	
	3	1.1	
	1 2 3	Activity 1 Activated 2 Approved 3 Closed	Activity 1 Activated 2 Approved 3 Closed