
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

STEP 1: Locate the study to close in the protocols list.

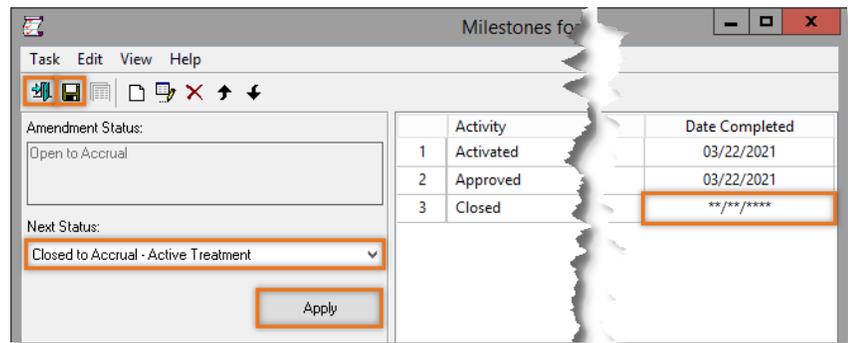
STEP 2: Click the **Milestones**  icon on the toolbar.

STEP 3: Enter a date for **Closed** field.

STEP 4: Once the date has been entered, click **Save**.

STEP 5: In the **Next Status** dropdown, select **Closed to Accrual – Active Treatment** and then click **Apply**.

STEP 6: Click **Save**, then click the **Exit**  button.



Activity	Date Completed
1 Activated	03/22/2021
2 Approved	03/22/2021
3 Closed	**/**/****