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

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## Closing a Study

**STEP 1:** Find the study you wish to close in the **Initiating Services** list.


**STEP 2:** Right-click and select **Edit/View Amendment**.

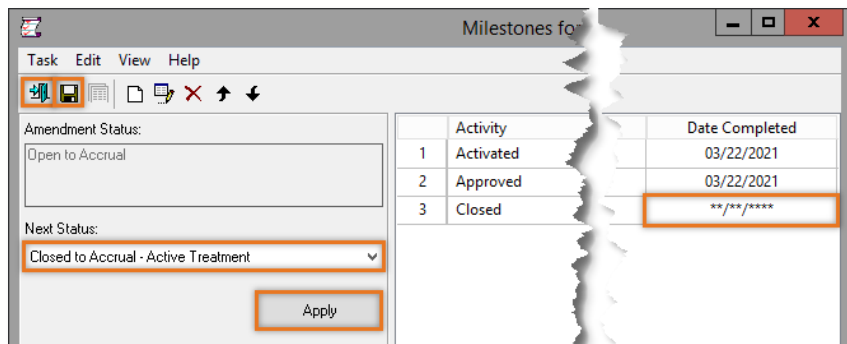
**STEP 3:** Navigate to the **Milestones**  tool.

**STEP 4:** Enter a date for **Closed**.

**STEP 5:** Once the date has been entered, click **Save**.

**STEP 6:** In the **Next Status** drop down, select **Closed to Accrual - Active Treatment** and then click **Apply**.

**STEP 7:** Click **Save**, then click the **Exit**  button.



The screenshot shows the 'Milestones for' window with a table of activities and their completion dates. The 'Next Status' dropdown is set to 'Closed to Accrual - Active Treatment'. The 'Date Completed' field for the 'Closed' activity is highlighted with a red box and contains a masked date '\*/\*/\*\*\*\*'.

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