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.

Closing a Study

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

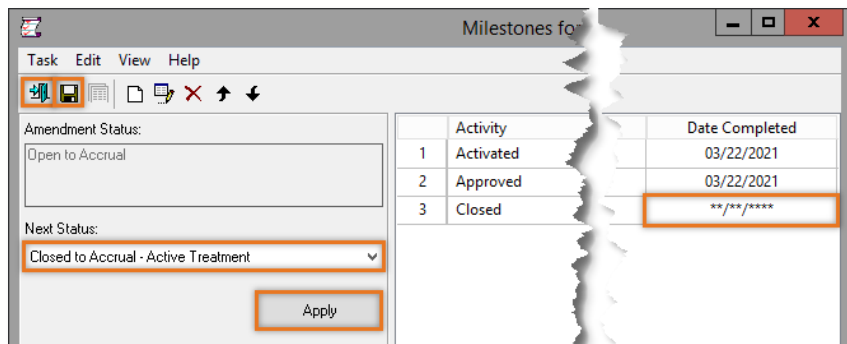**STEP 2:** Right-click and select **Edit/View Amendment.**

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.