

APPLICABLE TO:

☒ Company Admin

☐ Study Manager

☐ CRA

1

Navigate to the **Settings** area.

2

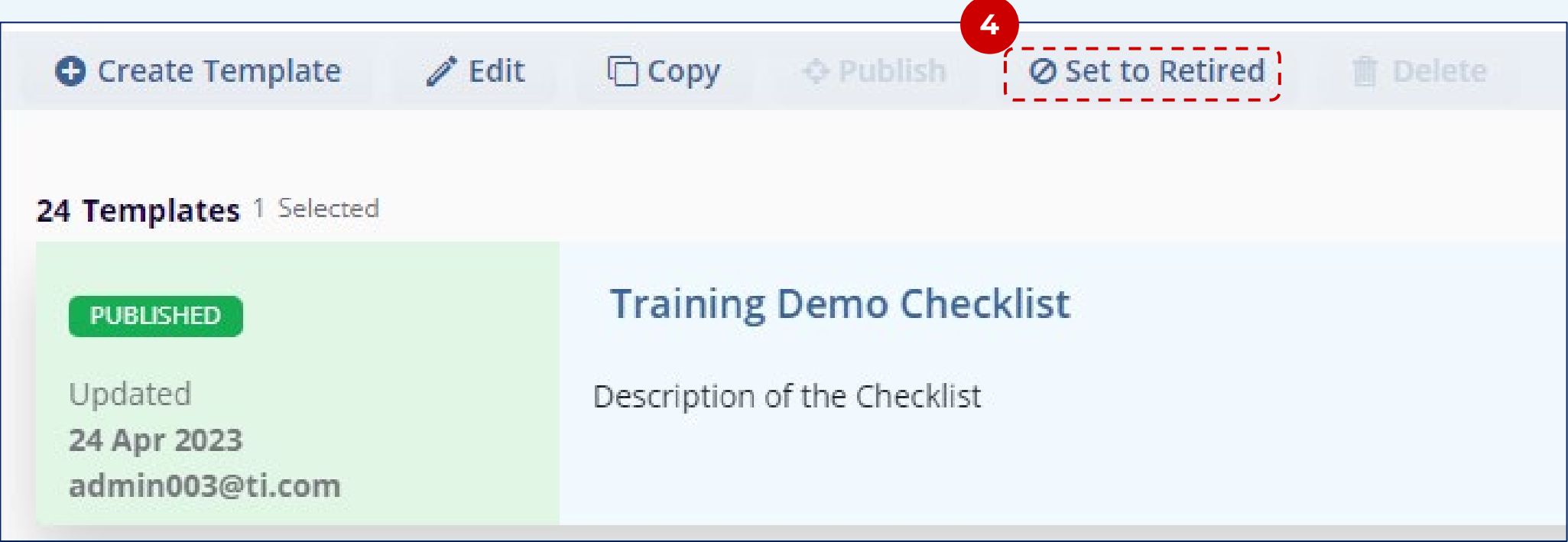
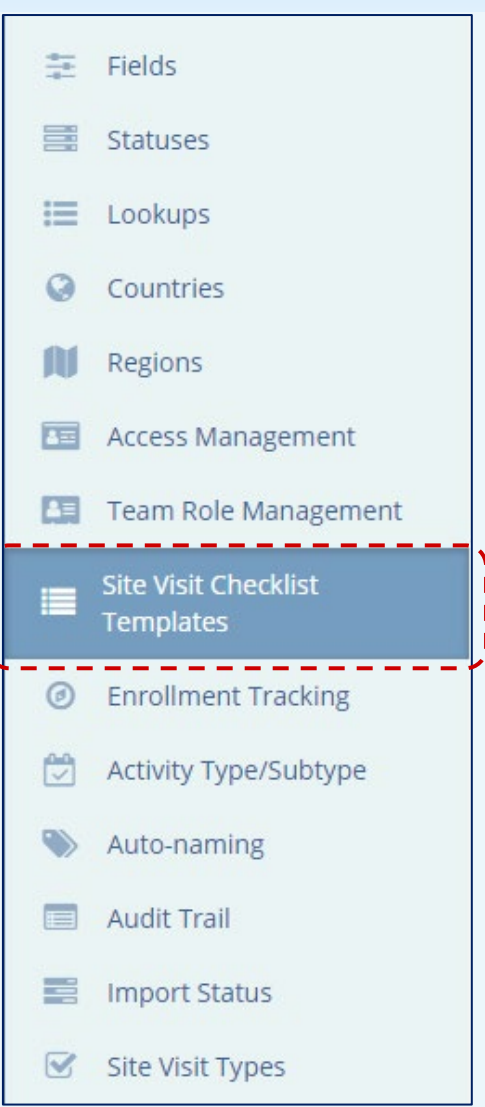
Select **Site Visit Checklist Templates** from the navigation links at the left side of the screen.

3

Select the checklist to be Retired from the list displayed.

4

Press the **Set to Retired** button in the menu above the list.



- 5
- In the popup window the opens, press the **Set Retired** button to confirm that you wish to retire the checklist template.

Set Retired Site Visit Checklist Template

Do you want to set the following Checklist Template to Retired?

Name

Training Demo Checklist

Status

PUBLISHED

Description

Description of the Checklist

Cancel

5Set Retired