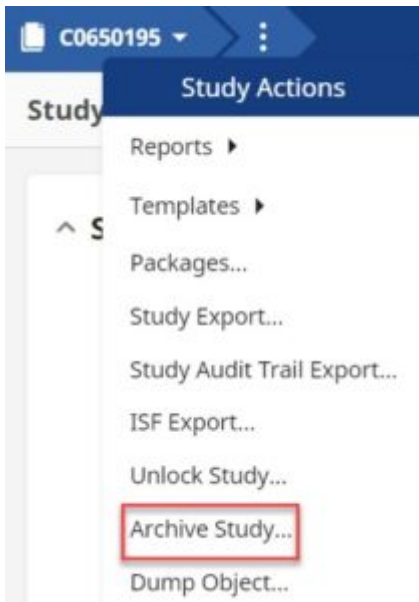


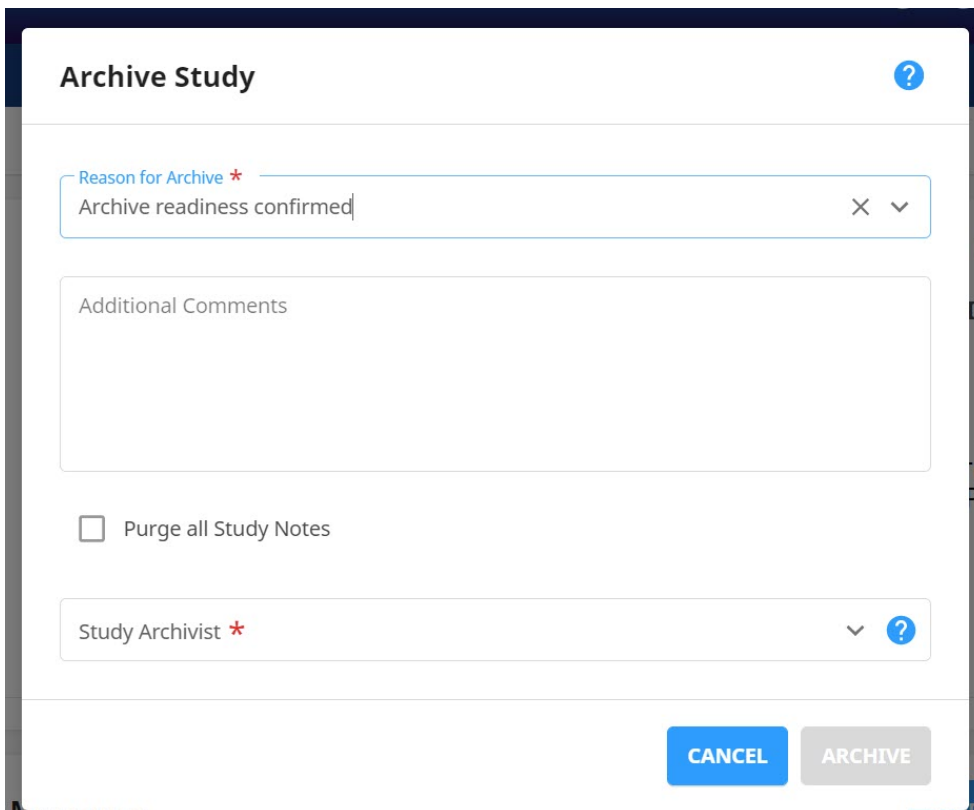
Study Archive

Once a study has been [locked](#), it can be archived

To archive a study, navigate to the study's [Study Home Page](#) Action Menu and select the Archive Study option.



This will open the Archive Study window, shown below

A screenshot of the 'Archive Study' window. The window has a title bar with 'Archive Study' and a help icon. Below the title bar, there is a text input field labeled 'Reason for Archive *' with the text 'Archive readiness confirmed' and a clear button (X) and a dropdown arrow. Below this is a text area labeled 'Additional Comments'. There is a checkbox labeled 'Purge all Study Notes' which is currently unchecked. At the bottom, there is a dropdown menu labeled 'Study Archivist *' with a help icon. At the very bottom of the window, there are two buttons: 'CANCEL' and 'ARCHIVE'.

Archiving restricts access to the study and adds a named archivist.

Note: Archived studies can be exported by any user with rights to [export](#) the study.

Any user with membership in the TMF Archivist group can be designated as a study archivist.

Archiving a study revokes permission of all contributors, document specialists and readers to access the study.

Study Owners, Business Administrators, and Regulatory Agency users still have access to Archived studies and can view [study Metrics and run Reports](#).

Note: Submit a request to helpdesk@mywingspan.com to begin the process of restoring an archived study to active status.