

## Lock study

### 1 Study lock

- The study lock feature is used when the study is approaching completion. The Study manager locks the study when all visits have been completed, reviewed and approved/signed and no more information will be added to the study. Viewing and/or exporting data is still possible but adding or editing data is prevented.

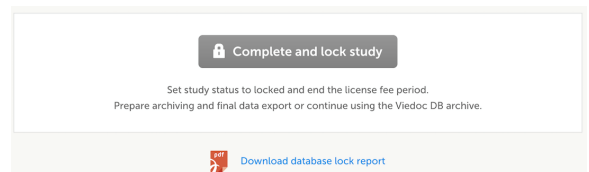
**Important!** Since the license is based on the study lock state, license is invoiced until the study is locked.

**Please observe!** Studies can be locked – unlocked – and locked again. For traceability reasons, all lock changes are audit trailed.



### 2 How to lock / unlock

- To **lock** a study, click the study settings icon and then the blue pen. Click *complete and lock study*, provide a reason for the lock as well as your password.
- To **unlock** a study, click the study settings icon and then the blue pen. Click *unlock study*, provide a reason for the unlock as well as your password.



### 3 Additional information

- A locked study cannot be changed in terms of study settings and new sites cannot be added. Users can however be invited to existing sites although access is restricted to read-only.

It is possible to create and download a report of the lock and unlock actions performed in the study. The report provides a full history of all lock and unlock actions including who and when the action was performed as well as the reason given for locking/unlocking.

A locked study is clearly indicated in Clinic via a lock icon on both the study card as well as within the study.