

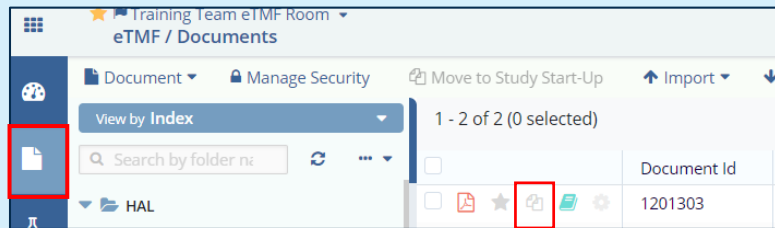
APPLICABLE TO:

- Administrators
- eTMF
- Managers
- Study Start-Up
- Editors
- myTI
- Readers

- Documents are flagged as a possible duplicate if they are identical in every way to a document that already exists in the eTMF Room or if there is a document with an identical generated name at any step in the QC workflow process.

- The room **Settings** must be configured to find duplicates by Hash Value for this to function.

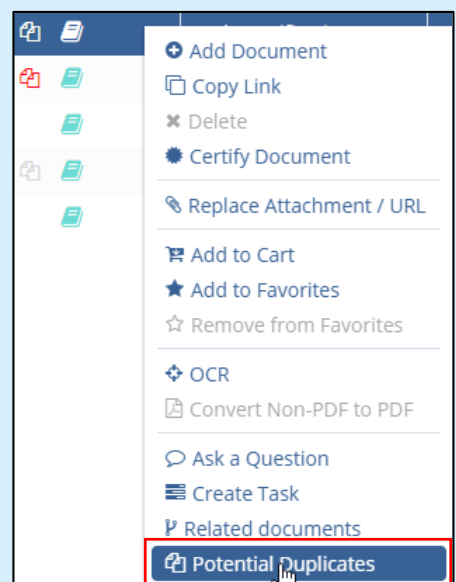
1. Log into the eTMF and access the **Documents** Module and expand a folder to view documents.



2. Possible duplicate documents are indicated by the “grey pages” icon .



Right click on an item marked with that icon and click on **Potential Duplicates**.

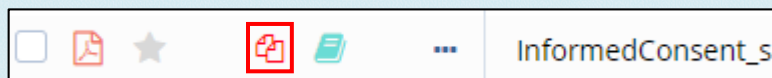
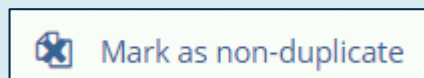


3. Review the possible duplicate document(s) side by side. You can change the currently displayed documents by selecting from the list on the left.

4a. Click Mark as Duplicate if the document is, in fact, a duplicate.



4b. Click Mark as Non-Duplicate if the document is not a duplicate.



Marking a document as duplicate will create a permanent “red pages” icon next to the document.