

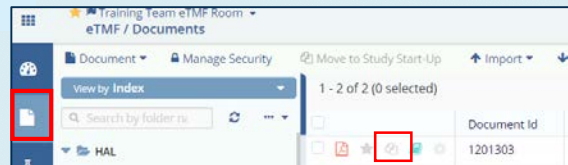
APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

- Documents are flagged for 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.

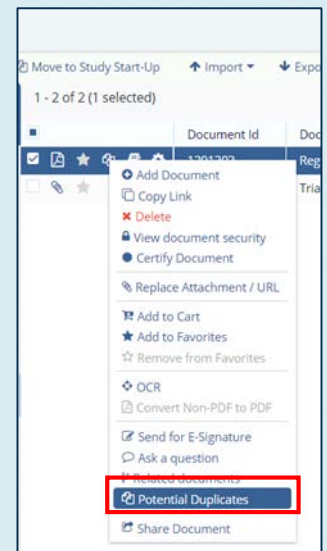
1. Log into the eTMF and access the Documents Module to view documents in a selected folder



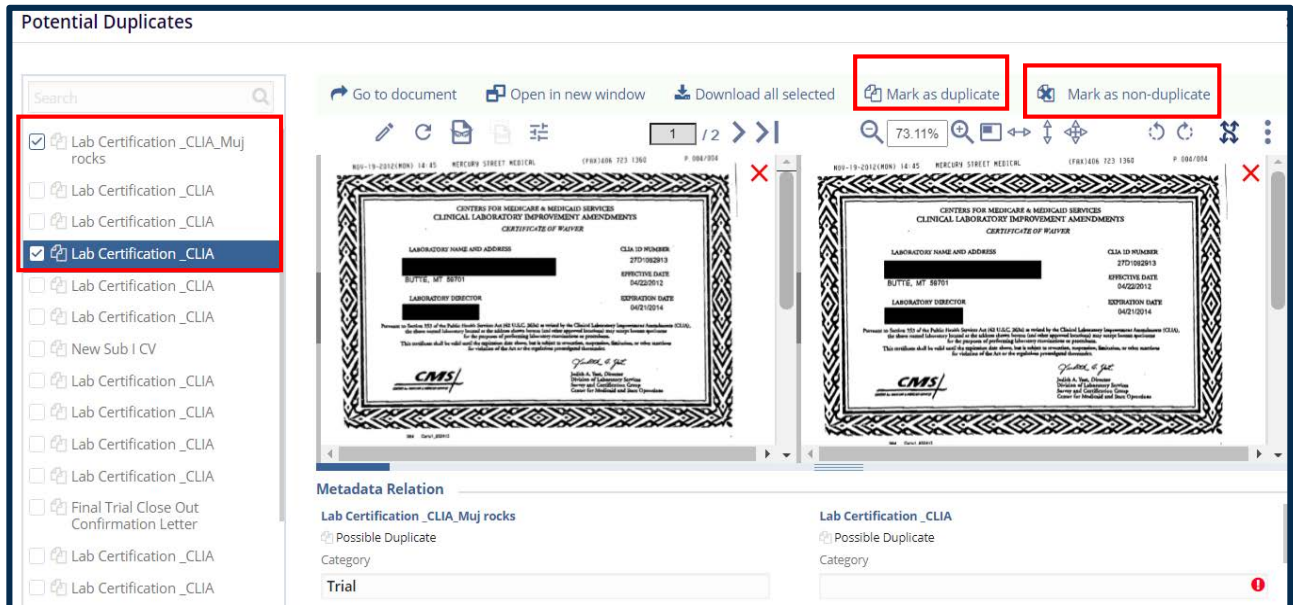
2. Possible duplicate documents are indicated by the grey page icon



2. Right click the gear wheel icon and select **Possible Duplicates**



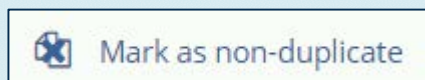
3. Review the possible duplicate document(s) side by side by selecting them from the list on the left.



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



4b. Click **Mark as Non-Duplicate** if the document is <sup>TI</sup> not a duplicate.



<input type="checkbox"/>		Document Id	Document Type
<input type="checkbox"/>		1352243	Trial Master File Plan



Marking a document as duplicate will create a red icon next to the document.