

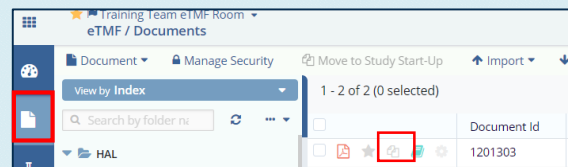
APPLICABLE TO:

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

- 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.



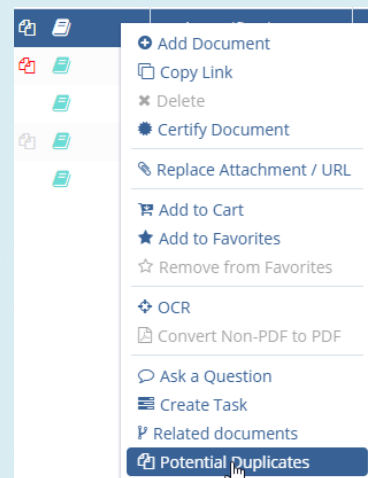
1. Log into the eTMF and access the Documents Module to view documents in a selected folder



Possible duplicate documents are indicated by the grey pages icon

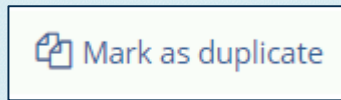


2. Right click on an item and select **Potential Duplicates**

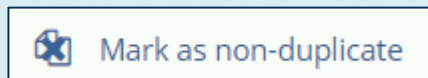


3. Review the possible duplicate document(s) side by side by selecting them from the list on the left.

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



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



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