T R I A L INTERACTIVE	How	to Identify Potential Duplicates TI v 10.4
APPLICABLE TO:	Administrators	• eTMF
	Managers	 Study Start-Up
	Editors	
	O Readers	⊖ myTl

- 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.

Training Team eTMF Room 🔹

A Manage Security

C

eTMF / Documents

🖹 Document 🔻

View by Index

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Q Search by folder na

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





🖉 Move to Study Start-Up

1 - 2 of 2 (0 selected)

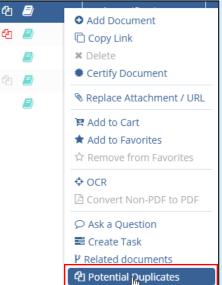
🖾 🔺

↑ Import ▼

Document Id

1201303

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

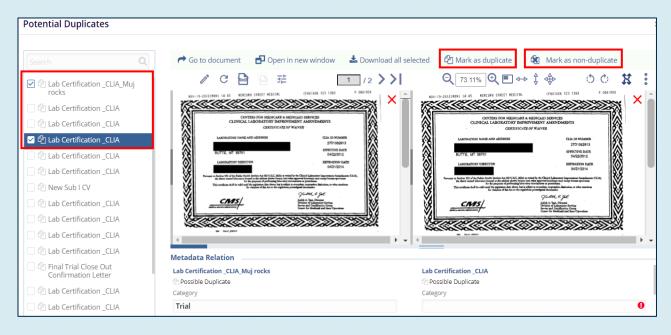




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3. Review the possible duplicate document(s) side by side. You can change the currently displayed documents by selecting from the list on the left.



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.

Mark as non-duplicate



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

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