

Defining Document Hash Values

- **Original Document Hash**
 - This is the document hash value assigned when the document was first submitted to the room.
 - If this value matches the Document Hash value, it indicates that the document has not been altered since it entered the room.
- **Document Hash**
 - This is the **current** document hash. The document may have been versioned within the room. This would require a document hash which is different from the Original Hash value.
 - If the Document Hash value matches the Native Document Hash, then the document has not been converted to PDF within the room.
- **Native Document Hash**
 - This is the non-PDF hash value assigned to a document. The assumption here is that the document has been converted into a PDF format within the room, requiring a new hash value to be generated.
 - Native does not mean the same as Original hash. For example, a document could have been created and/or submitted to the room in an editable format (Word) and then versioned up. If it was converted to PDF after that, or as a part of that process, Native Document Hash would identify the final Word copy, while the Document Hash would identify the PDF copy. The latter may match the Converted Document Hash value, unless the document was signed within the room after conversion to PDF.
- **Converted Document Hash**
 - This is the hash value assigned to a document after it has been converted to PDF within the room.
- **eSigned Document Hash**
 - This is the hash assigned to a document once it has been eSigned within the room.

Detecting Duplicates Through Document Hash Values

Note: This document assumes that the user has been assigned to review documents as a part of the room's QC Workflow and that they have been trained on how to customize the Grid and perform QC Workflow functions. This document also assumes that the room has been configured so that document hash values may be added to the Grid.

- 1 Login and navigate to the QC workflow.
- 2 Customize your grid so that the Document Hash is one of the visible columns.

	Document Id	Document Hash
<input type="checkbox"/>	226124	FED184DA4E0A97CF7234C56BD67CB326
<input type="checkbox"/>	226132	FED184DA4E0A97CF7234C56BD67CB326
<input type="checkbox"/>	280046	FEBFAED70EFE2ACFF726A8D402B19EDB
<input type="checkbox"/>	279956	FE0CA47ACBBA351F5A28052633308992

- 3 Click on the column header so that the documents are sorted according to their Document Hash value.
- 4 Locate two or more documents with identical Document Hash values and add them to the Documents Cart.

- 5 Use the Compare function to determine if the documents are duplicates and approve/reject the documents as indicated by your internal SOP requirements.

2 Documents 2 Selected

Remove Selected

2 columns 2 selected

<input checked="" type="checkbox"/>	Title	Document Type Name	Index
<input checked="" type="checkbox"/>	Dr. B-CV.PDF	Committee Process	*Inbo
<input checked="" type="checkbox"/>	Dr. B-CV.PDF	Committee Member Curriculum Vitae	*Inbo

Copy / Share Actions

Compare Merge