


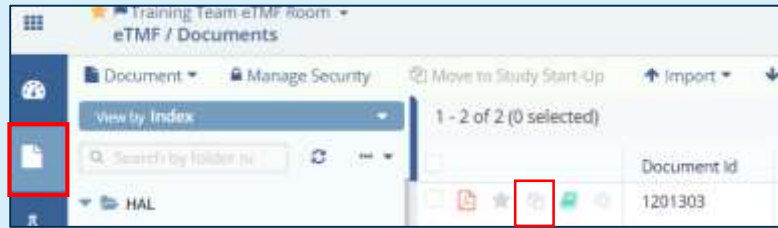
APPLICABLE TO:

- 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.

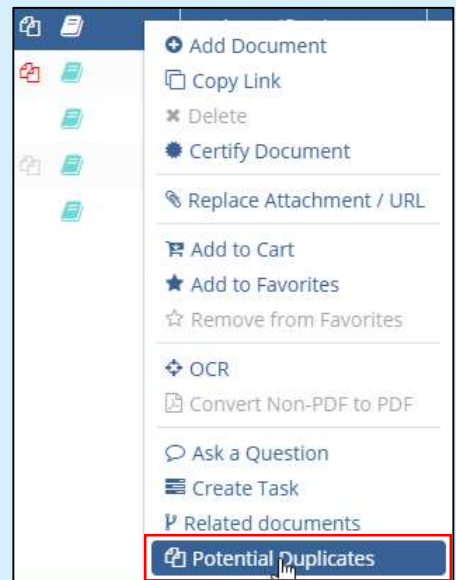
1. Log into the eTMF and access the **Documents** Module and expand a folder to view documents.



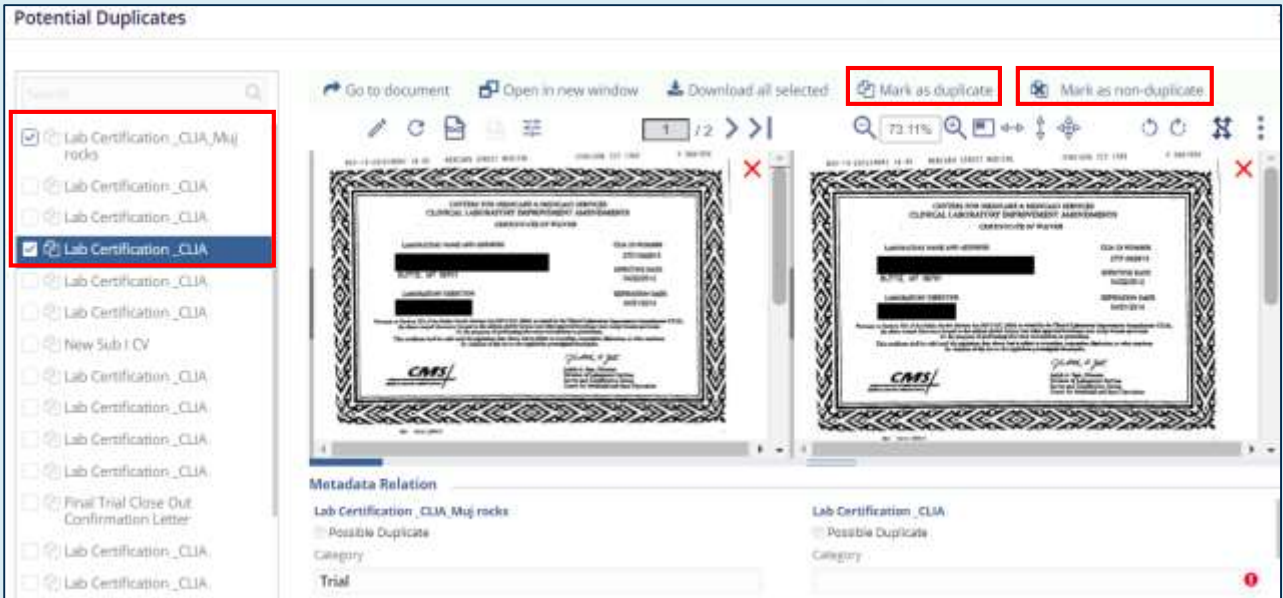
2. Possible duplicate documents are indicated by the “grey pages” icon .



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



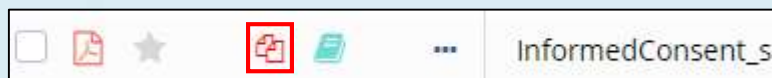
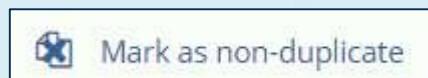
3. Review the possible duplicate document(s) side by side. You can change the currently displayed documents by selecting from the list on the left.



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.