T R I A L INTERACTIVE		How to Identify Potential Duplicates TI v 10.5
APPLICABLE TO:	AdministratorsManagers	eTMF Study Start Up
	EditorsReaders) 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.

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

-	Document • A Manage Security		2 Move to Study Start-Up				🕈 import = 📢	+		
-	View by Index		100	1-1	2 of 2	(0 sei	lected)			
	Q. Smith by folder	0	- *					Document Id		
	T D HAL			100	2 1	125	# O	1201303		

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

Right click on an item marked with that icon and click onPotential Duplicates.Page 2





TI v10.5 November 2023 Page 1 of 2



T R I A L INTERACTIVE

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.

77 TRANSPERFECT

TI v10.5 November 2023 Page 2 of 2