

How to Identify Potential Duplicates

TI version 10.8

APPLICABLE TO:

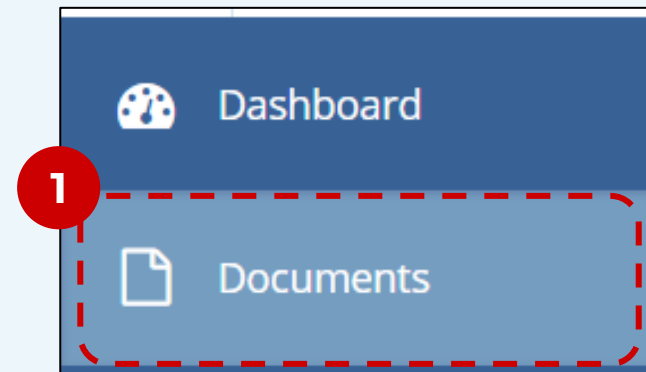
- Admin
- Manager
- Editor
- Reader
- eTMF
- eISF

Documents are automatically flagged as a possible duplicate if they are similar 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.

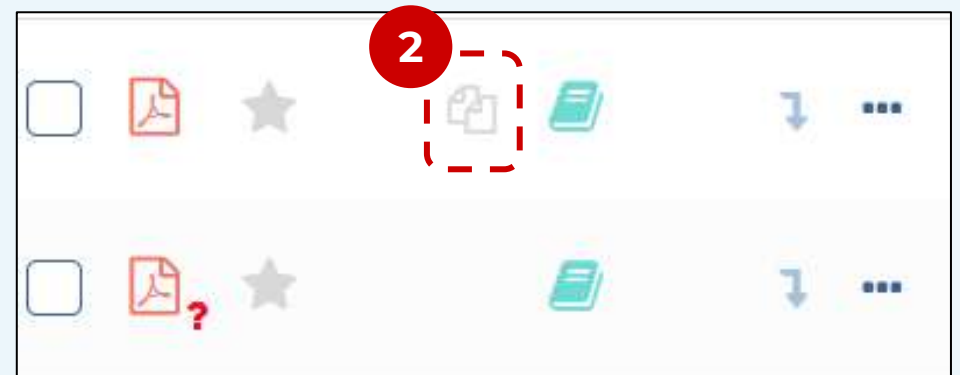
Note: This function depends on the room setting for **Check Duplicate Values** being active.

If you notice a document flagged as a potential duplicate, you can follow the process in this Job Aid to compare it to its likely duplicates.

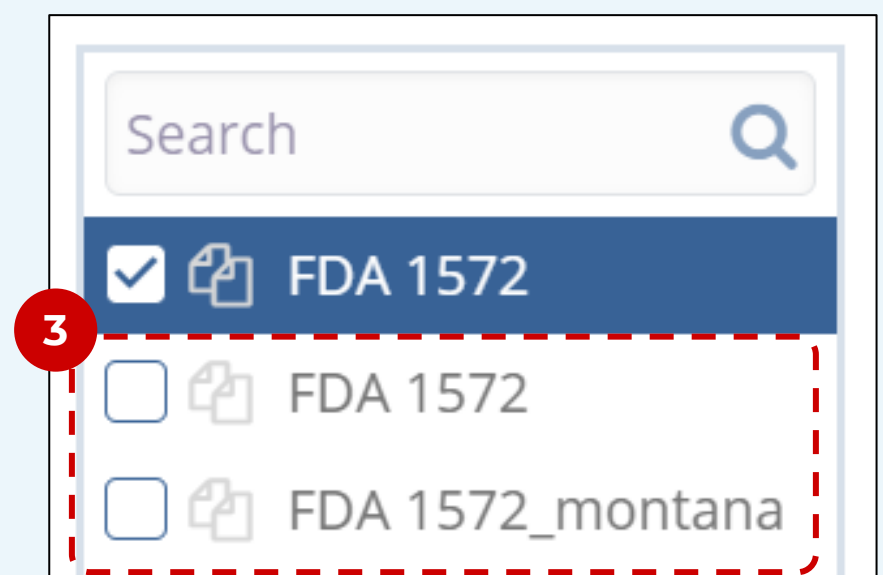
- 1** Navigate to the **Documents** module.



- 2** Documents with possible duplicates are highlighted by a **grey 'two-pages' icon**. Click on that icon.

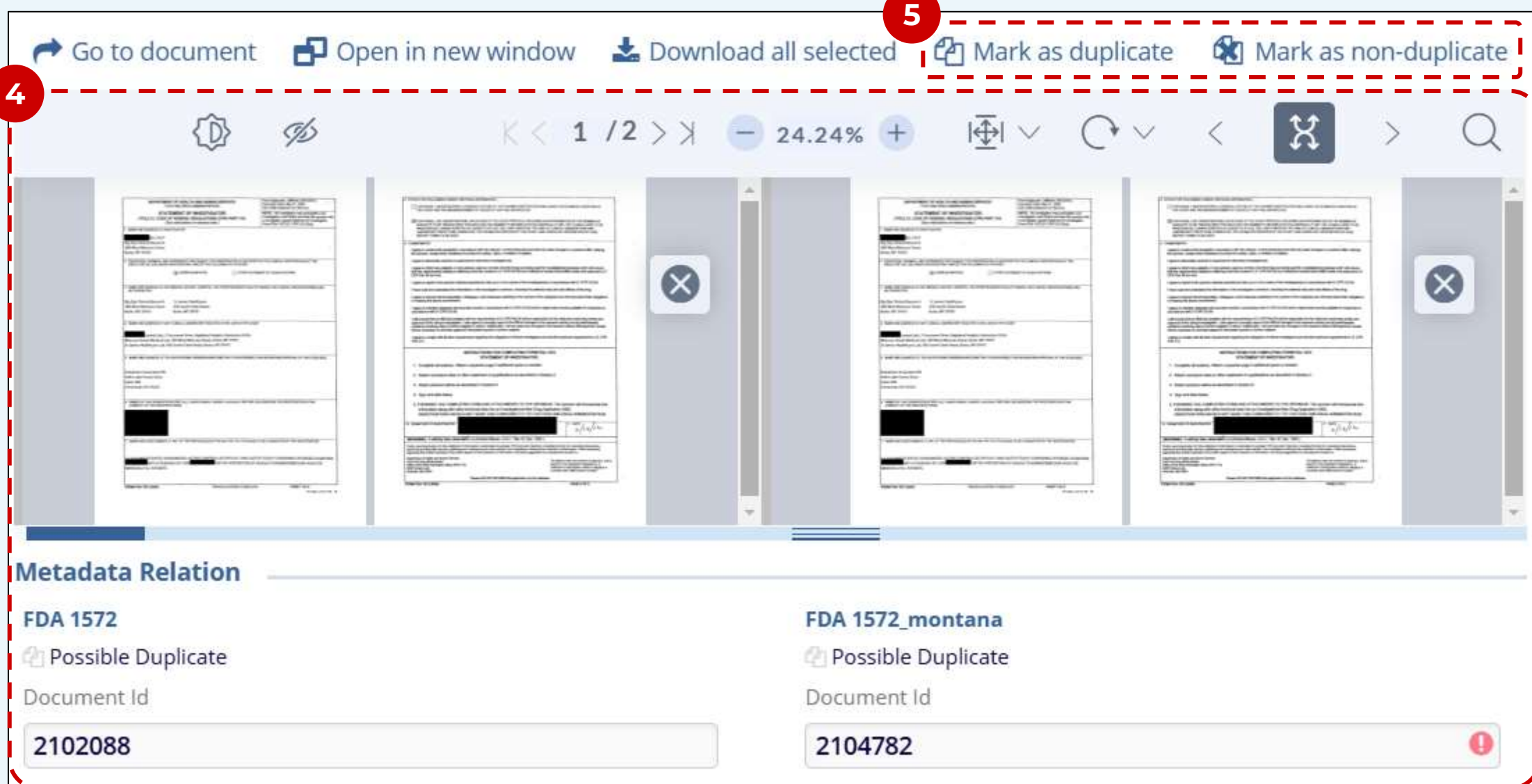


- 3** A window opens showing Potential Duplicates. A list is offered of documents that may be identical. Select any document to compare it to the starting document (first in the list).



4 Use the comparison window to determine if two documents are identical or just similar.

5 Use the **Mark As..** Controls to determine if a document should be preserved or eliminated. This action always affects the document displayed in the right-hand half of the window.



6 Documents marked as duplicates will display a **red duplicate icon** in document lists.

