

Virtual Delete

What Virtual Delete Does

Virtual Delete hides a finalized study item and all associated documents in the eTMF. Virtually Deleted study items and documents do not appear in Study Exports, ISF Exports, study item counts or metrics.

The only users who can see Virtually Deleted study items and documents are users in the “TMF Virtual Undelete” group.

Who Can Use Virtual Delete

Users need to be a member of the “TMF Virtual Delete” group in order to use Virtual Delete.

When is Virtual Delete Available

If you have permission to virtually delete, the “Delete Study Item and Documents” option is available on the study item Actions menu when the study item is Final, Obsolete or Superseded and there are no documents pending on the study item.

You can use the “Delete Study Item and Documents” option to remove multi-Indexed study items from the eTMF if none of the associated document are pending.

How is Virtual Delete Used

From the study item Actions menu, select “Delete Study Item and Documents.”

Click **OK** on the confirmation screen that asks, “This operation will delete this study item and finalized document. Continue?”

You will see a green success banner letting you know that the study item has been deleted.

The Study Owner will receive a notification of the study item deletion action.

Global Study Owners are notified of Program and Enterprise study item deletion actions.

Note: Study item virtual deletion operations **ARE** captured in the application audit trail. The Audit Trail record includes:

- The name of the user that deleted the study item
- The name of the study item that was deleted
- Date/Time of deletion
- Audited Event, i.e. ‘Document Virtually Deleted’
- Audited ID
- Study
- Country, if applicable
- Site, if applicable

See Also : Virtual Undelete