

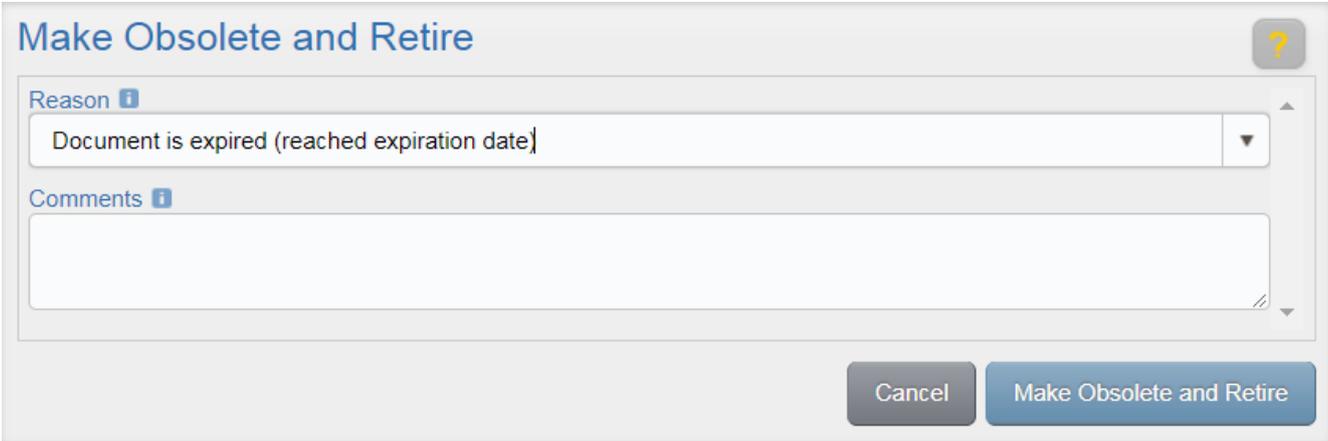
# Make Obsolete

The eTMF allows a study owner to make a document that was once activated with incorrect metadata/content or that is no longer needed obsolete. There are two actions available for making a document obsolete:

- “Make Obsolete and Retire” marks the current version as *Obsolete*.
- “Make Obsolete and Revise” marks the current version as *Obsolete* and sends the document back for Rework.

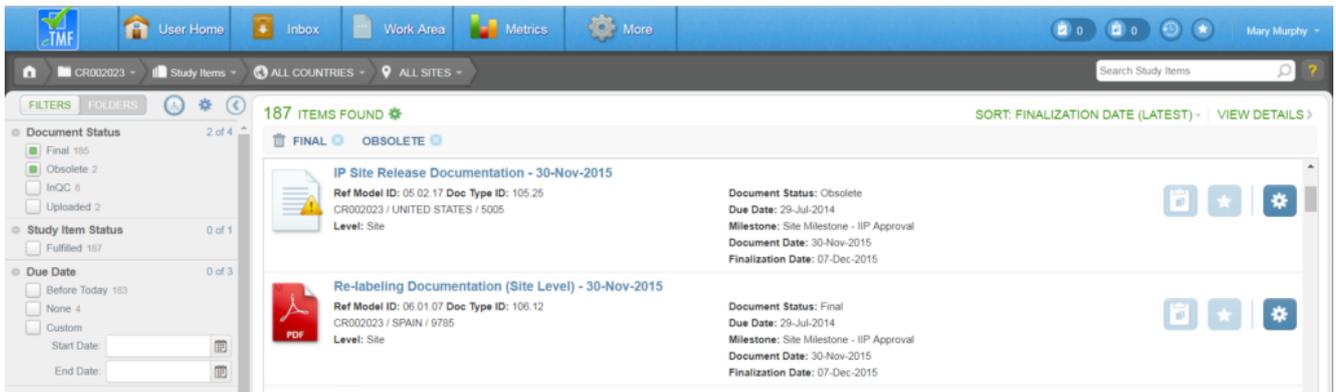
## Make Obsolete and Retire

To make a document obsolete and retired (e.g., if it has reached its expiration date), navigate to a *Final* document, open its associated Actions menu and select “Make Obsolete and Retire.”



The screenshot shows a dialog box titled "Make Obsolete and Retire". It features a "Reason" dropdown menu with the selected option "Document is expired (reached expiration date)". Below the dropdown is a "Comments" text area. At the bottom right, there are two buttons: "Cancel" and "Make Obsolete and Retire".

On the Make Obsolete and Retire window, select a Reason for the action, enter any additional **Comments** if necessary, and then click **Make Obsolete and Retire**. The document status will no longer appear as *Final* and will instead appear as *Obsolete*. An obsolete document is shown in the image below.



# Make Obsolete and Revise

To make a document obsolete and and revise it (e.g., the content or metadata needs correction), navigate to the *Final* document, open its associated Actions menu, and select “Make Obsolete and Revise.”

**Make Obsolete and Revise**

**Recipient**

Sarah King (Document Owner, Document Submitter)

Name or email address

**Reason**

**Comments**

Cancel Make Obsolete and Revise

On the Make Obsolete and Revise window, select a **Recipient** for the rework task, select a **Reason**, enter any additional **Comments** that may be helpful for the selected recipient, and click **Make Obsolete and Revise**. The document status will now appear as *Obsolete AND In QC*, and a task will be assigned to the selected recipient.

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**4 ITEMS FOUND** SORT: FINALIZATION DATE (LATEST) VIEW DETAILS

**Document Status** 1 of 4

- Obsolete 4
- Final 103
- InQC 10
- Uploaded 2

**Study Item Status** 0 of 1

- Fulfilled 4

**Due Date** 0 of 2

- Before Today 4
- Custom

Start Date:

End Date:

**Level**

- Milestone
- Organization
- Category
- IP Green Light
- Finalization Date
- Document Owner
- Document Submitter
- Document Date
- Finalized By

**OBSOLETE**

Document Title	Ref Model ID	Doc Type ID	Level	Finalization Date	Document Status	Due Date	Milestone	Document Date	Finalization Date	Workflow Tasks
Re-labeling Documentation (Site Level) - 30-Nov-2015	06.01.07	106.12	Site	07-Dec-2015	Obsolete, InQC	29-Jul-2014	Site Milestone - IIP Approval	30-Nov-2015	07-Dec-2015	Rework ( Sarah King/Not Received )
Re-labeling Documentation (Site Level) - 03-Nov-2015	06.01.07	106.12	Site	07-Dec-2015	Obsolete, InQC	29-Jul-2014	Site Milestone - IIP Approval	03-Nov-2015	07-Dec-2015	Rework ( Sarah King/Not Received )
Acceptance of Investigator Brochure - 02-Sep-2013	05.02.01	105.09	Site	11-Sep-2013	Obsolete	29-Jul-2014	Site Milestone - IIP Approval	02-Sep-2013	11-Sep-2013	

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