

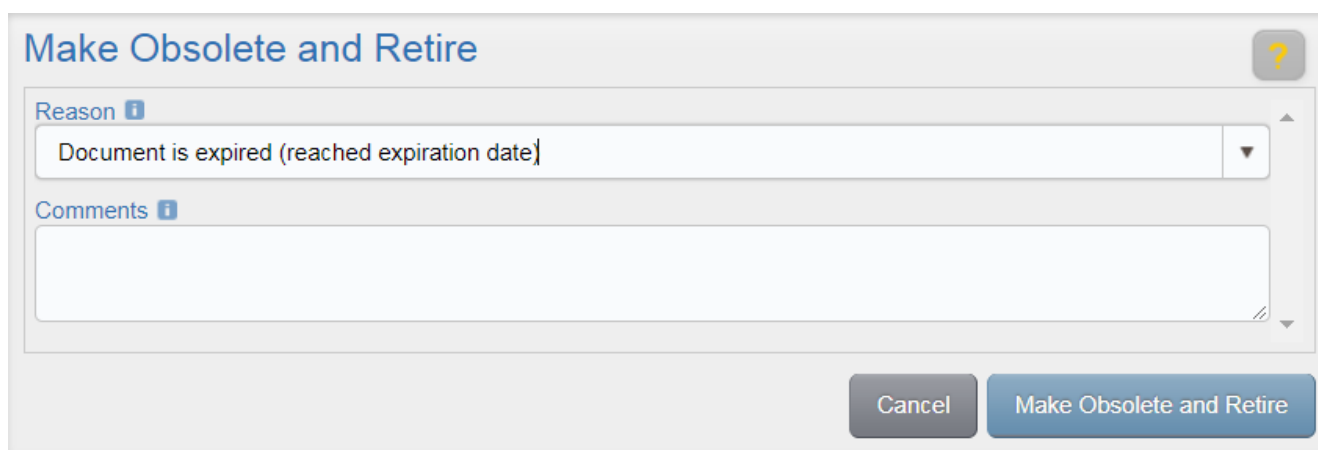
Make Obsolete

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.

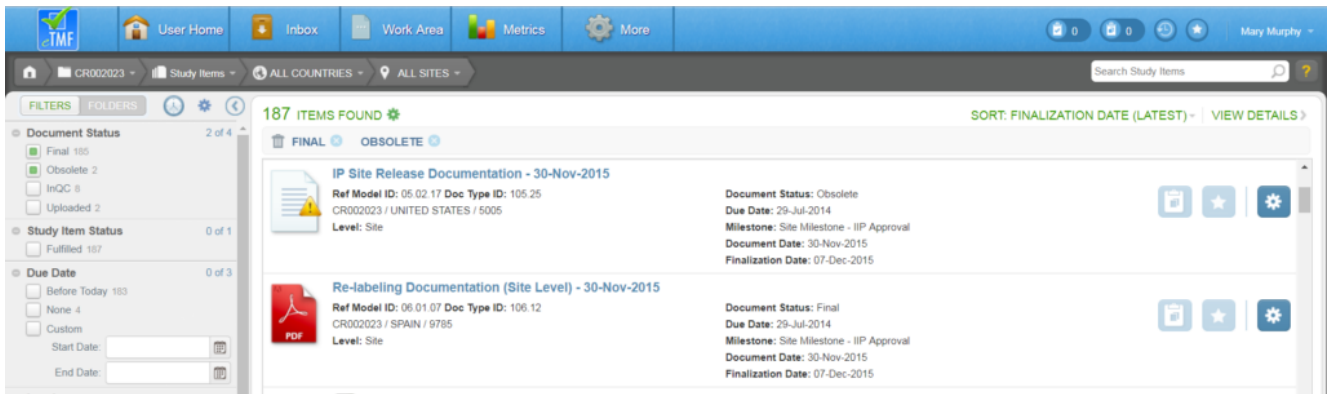
Make Obsolete and Retire

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.

IMF User Home Inbox Work Area Metrics More Mary Murphy

CR002023 Study Items ALL COUNTRIES ALL SITES Search Study Items

FILTERS **FOLDERS** 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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