

Make Obsolete and Revise All Items

The eTMF allows a Study Owner to make the current version of study items that were activated with incorrect metadata/content or that are no longer needed obsolete while at the same time assigning rework tasks for those study items. Study items can be made obsolete [individually](#) or in bulk.

To make all items in a list obsolete and revise them, access the list view's Actions menu and select "Make Obsolete and Revise All Items. " If your list contains more than 50 items, a message is displayed, stating that the action will be performed on the first 50 items. You will need to repeat the action on additional items. Click **OK** to continue.

On the Make Obsolete and Retire All Items screen, enter the name of a **Recipient** who will receive rework tasks for the selected items. Once a recipient is entered, the list of study items is updated to display only those that can be revised by the recipient. The system also updates the list to include only those that can be made obsolete (e.g., those that are not program or enterprise documents, those that are *Final*, etc).

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⚠ Some of your selected study items could not be made obsolete. Reasons include the study item is not final, the selected study item is a Program or Enterprise document, the selected study item is one that you are not authorized to make obsolete, or the user you selected to revise the study item does not have permission to revise it. Study items that can be made obsolete are shown below. You can de-select any study items you do not want to make obsolete.



Recipient ⓘ

Alberto Morales

Reason ⓘ

Comments ⓘ

☒ Study Items

 <p>Acceptance of Investigator Brochure - 02-Sep-2013</p> <p>Ref Model ID: 05.02.01 Doc Type ID: 105.09 CR002023 / CANADA / 8657 Document Status: Final</p>	<p>Level: Site Due Date: 29-Jul-2014 Milestone: Site Milestone - IIP Approval Document Date: 02-Sep-2013 Finalization Date: 30-Oct-2018 11:23:15 AM</p>
 <p>Acceptance of Investigator Brochure - 17-Apr-2014</p> <p>Ref Model ID: 05.02.01 Doc Type ID: 105.09 CR002023 / UNITED KINGDOM / 6078 Document Status: Final</p>	<p>Level: Site Due Date: 26-Aug-2014 Milestone: Site Milestone - IIP Approval Document Date: 17-Apr-2014 Finalization Date: 17-Apr-2014 9:54:49 AM</p>

Close Obsolete & Revise-Selected

Select a **Reason** and enter any **Comments** you might have. Then deselect the check box for any study items you do not want to make obsolete and click **Obsolete and Revise Selected**. The document status will be updated to *Obsolete, QC*.