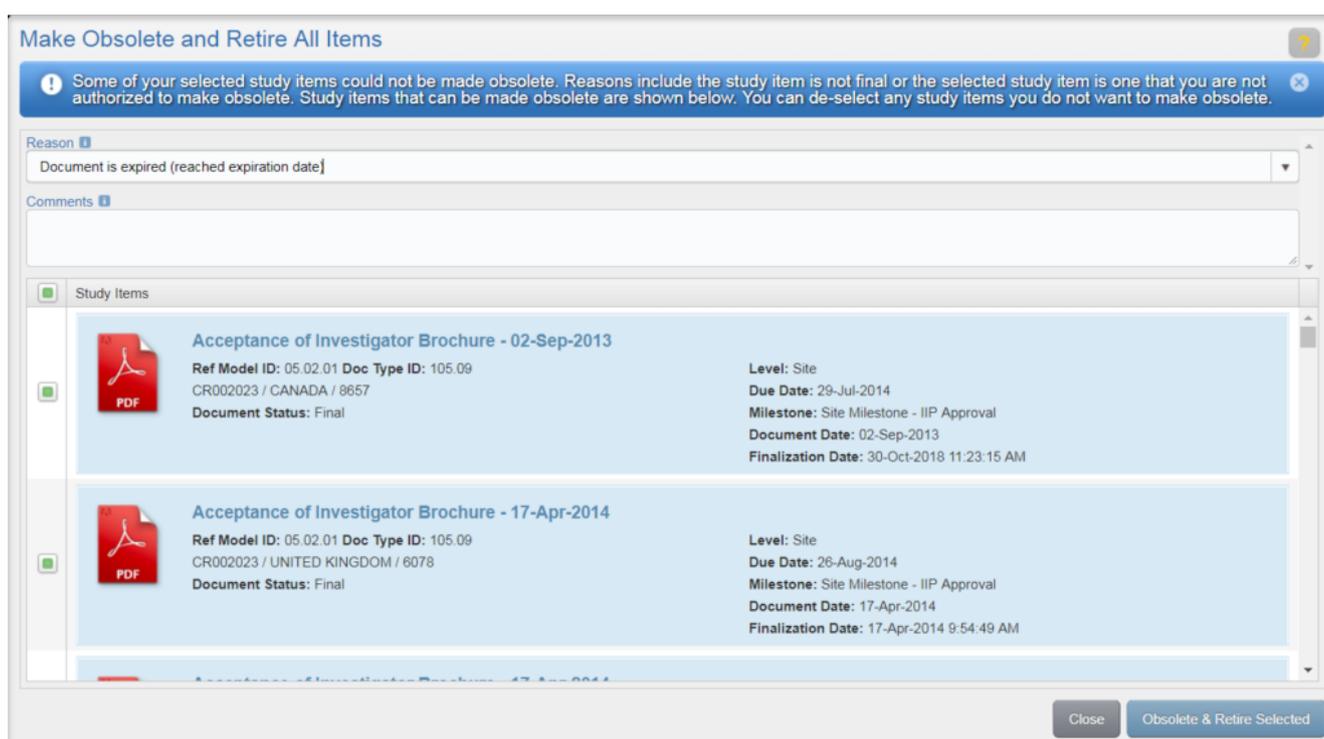


# Make Obsolete and Retire All Items

The eTMF allows a Study Owner to make study items that were activated with incorrect metadata/content or that are no longer needed obsolete. Study items can be made obsolete [individually](#) or in bulk.

To make all items in a list obsolete and retire them, access the list view's Actions menu and select "Make Obsolete and Retire 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.

The Make Obsolete and Retire All Items screen lists all items within your list that the system is able to obsolete. If any items from the list cannot be obsoleted (e.g., items in the list are not final or you do not have permission to obsolete them), a message is displayed along the top of the screen.



The screenshot displays the 'Make Obsolete and Retire All Items' interface. At the top, a blue banner contains a warning message: 'Some of your selected study items could not be made obsolete. Reasons include the study item is not final or the selected study item is one that you are not authorized to make obsolete. Study items that can be made obsolete are shown below. You can de-select any study items you do not want to make obsolete.' Below this, there are sections for 'Reason' (Document is expired (reached expiration date)) and 'Comments'. The main area is titled 'Study Items' and lists two items:

Item Title	Ref Model ID	Doc Type ID	Document Status	Level	Due Date	Milestone	Document Date	Finalization Date
Acceptance of Investigator Brochure - 02-Sep-2013	05.02.01	105.09	Final	Site	29-Jul-2014	Site Milestone - IIP Approval	02-Sep-2013	30-Oct-2018 11:23:15 AM
Acceptance of Investigator Brochure - 17-Apr-2014	05.02.01	105.09	Final	Site	26-Aug-2014	Site Milestone - IIP Approval	17-Apr-2014	17-Apr-2014 9:54:49 AM

At the bottom right, there are 'Close' and 'Obsolete & Retire: Selected' buttons.

On the Make Obsolete and Retire All Items screen, select a **Reason** and enter any **Comments** you might have. Deselect the check box for any study items you do not want to make obsolete. Click **Obsolete and Retire Selected**. The document status will be updated to *Obsolete*.