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).

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*.