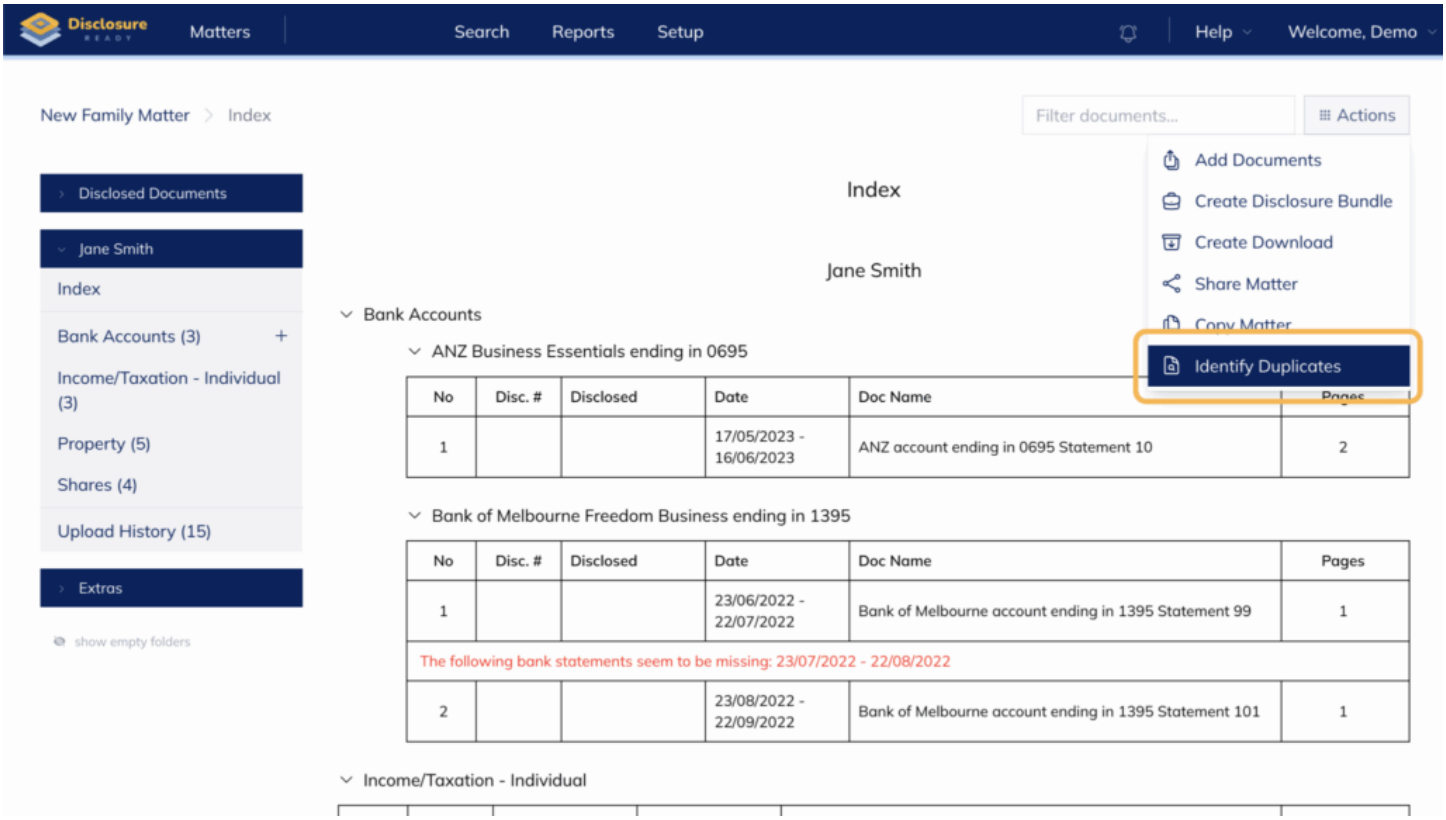
How to Identify Duplicates in a Matter

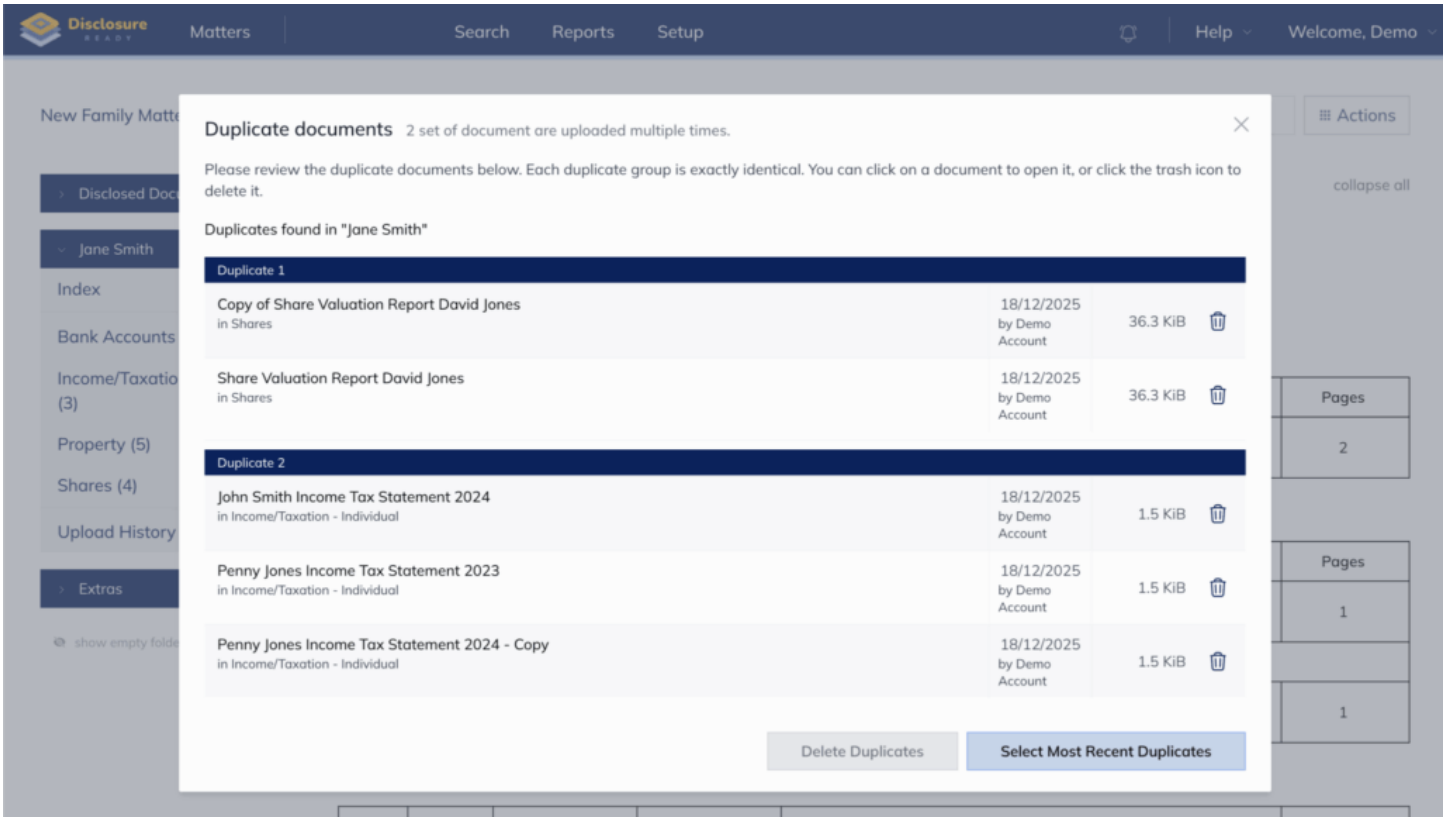
Document Management · https://disclosureready.us.legalready.ai/knowledge/how-to-identify-duplicates-in-a-matter/

This article shows you how to identify duplicates within Disclosure Ready and manage duplicate documents in a matter.

In the matter view, the “Identify Duplicates” option is located under the “Actions” button in the top right corner.

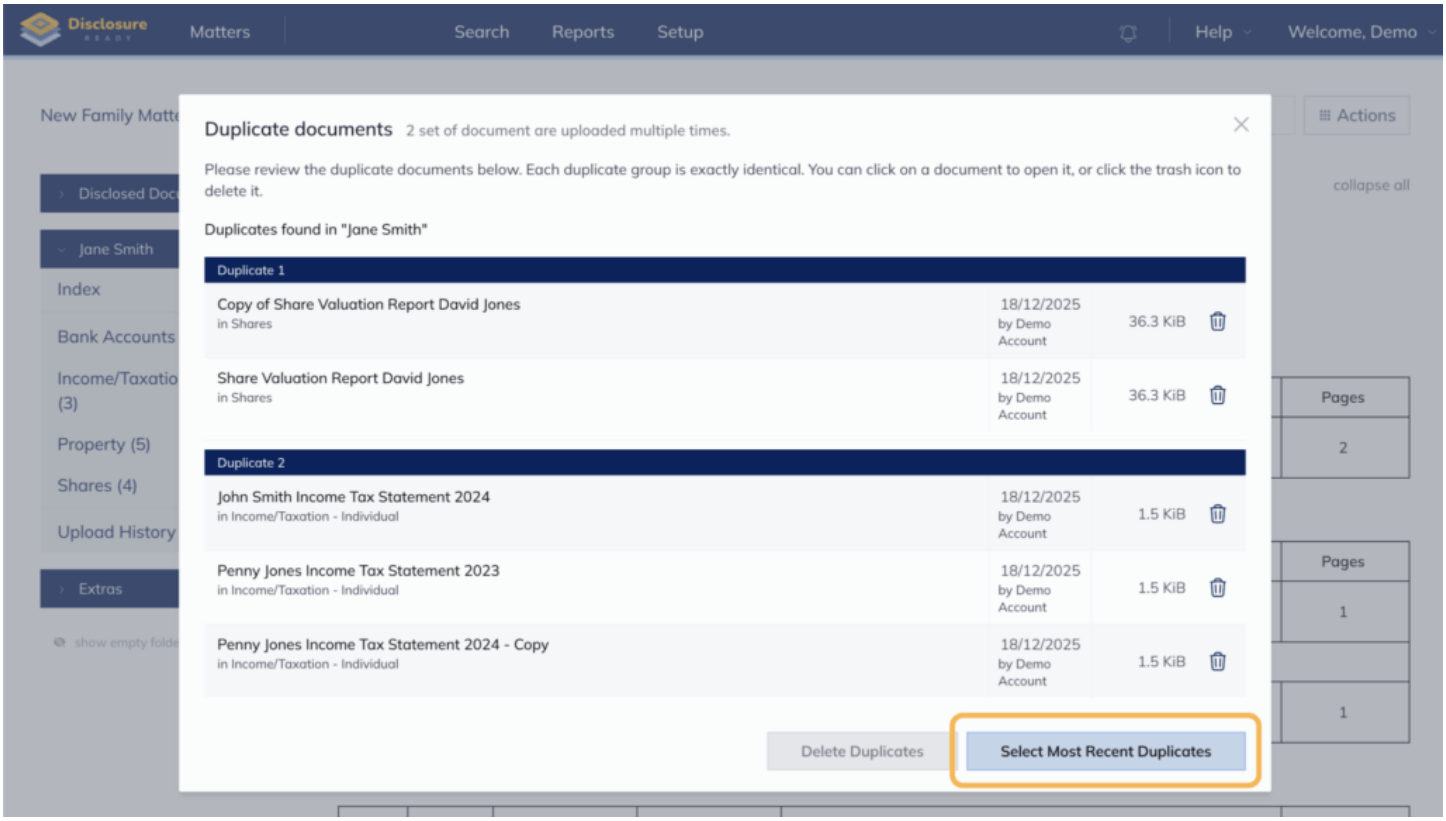


When you select it, eBrief Ready scans the matter and automatically highlights duplicate documents for your review.

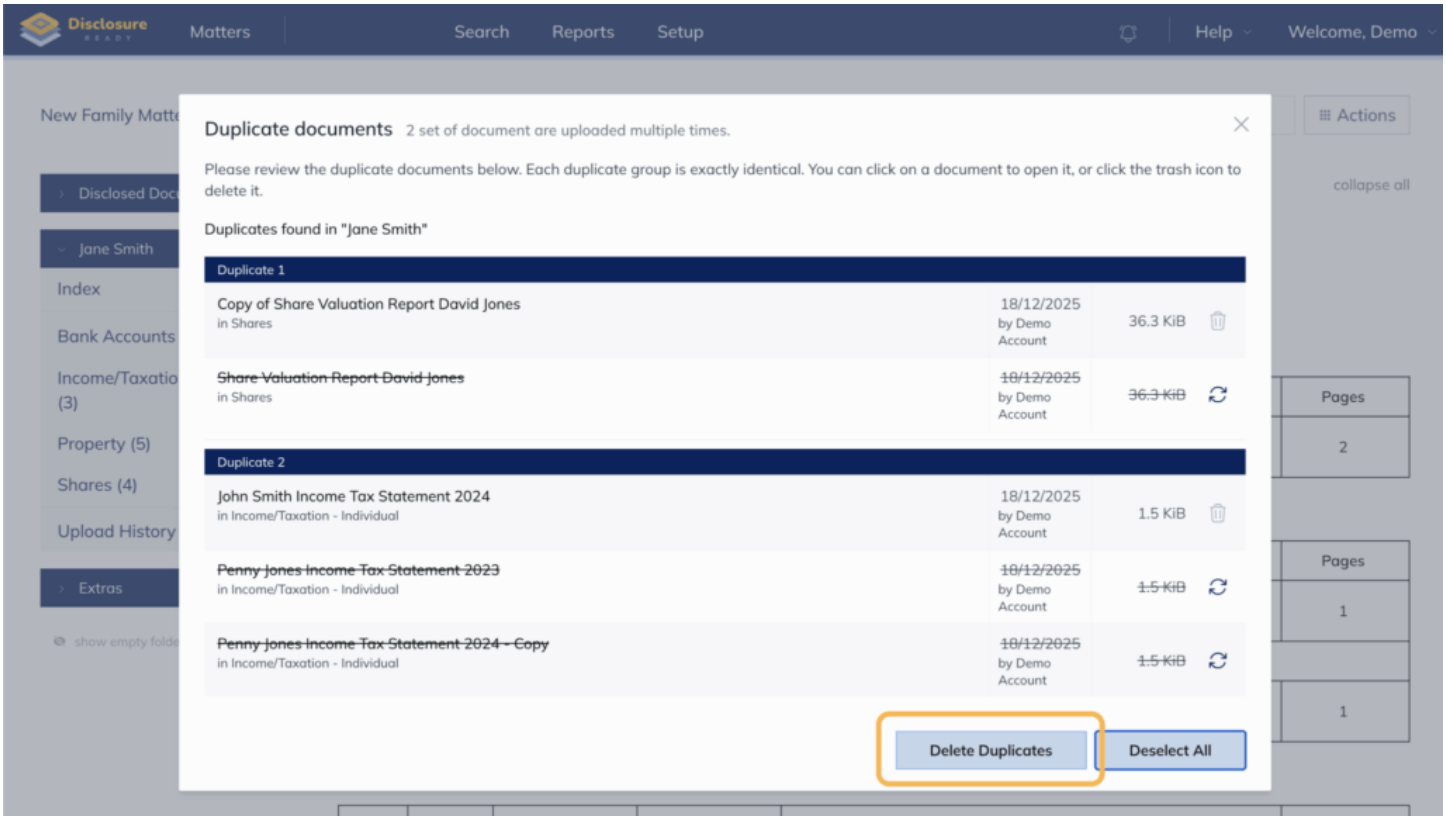


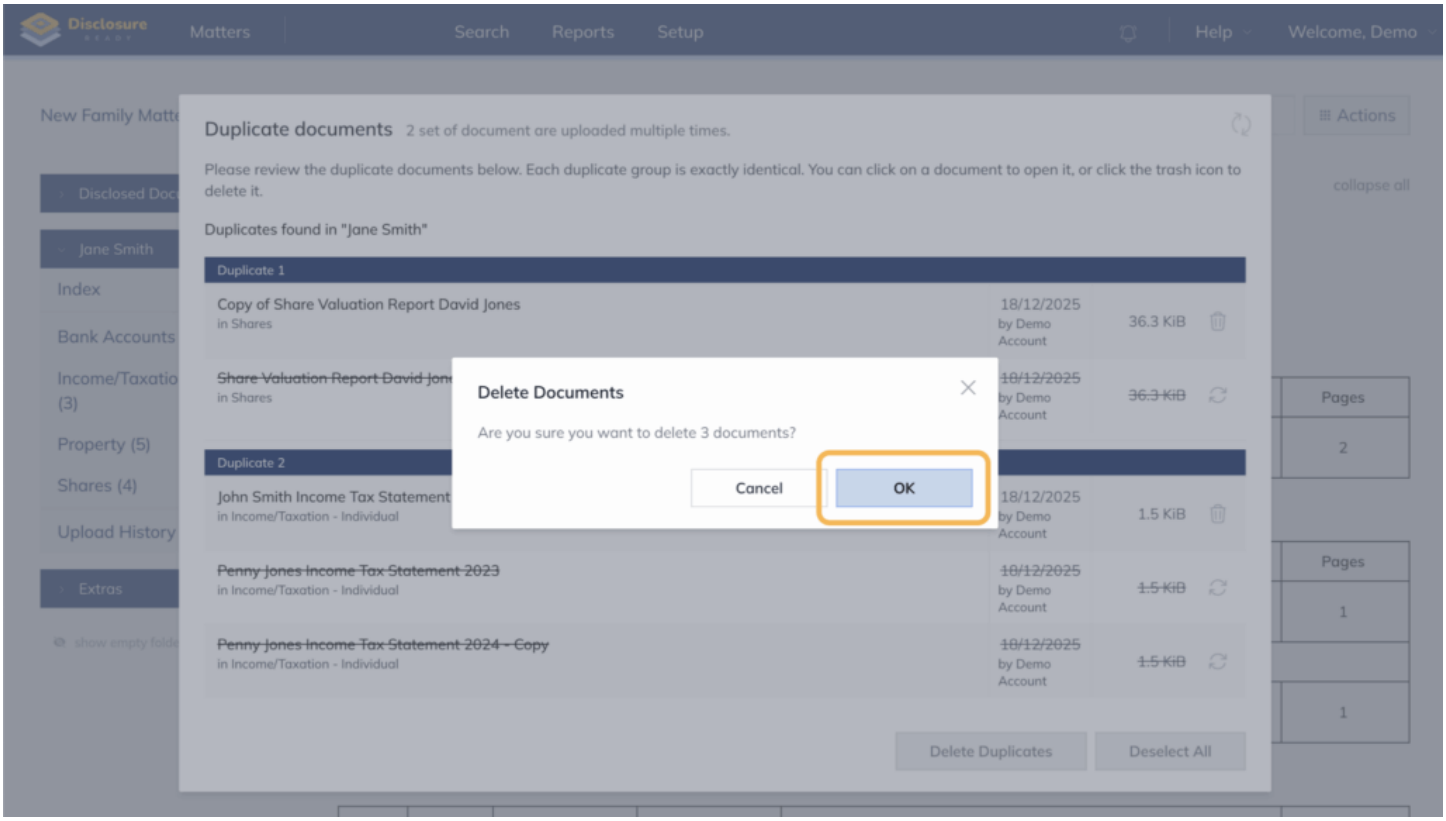
After duplicates are identified, you can review the selected documents and decide which ones to remove.

By choosing “Select Most Recent Duplicates”, the system keeps the oldest document unselected and automatically selects all newer duplicates in each duplicate set. This helps you clearly identify the original document and distinguish it from copies added later.



Once you have confirmed which duplicates should be removed, select “Delete Duplicates” and confirm the deletion.




Disclosure
Matters
Search
Reports
Setup
Help
Welcome, Demo
Actions
collapse all
Duplicate documents
2 set of document are uploaded multiple times.
Please review the duplicate documents below. Each duplicate group is exactly identical. You can click on a document to open it, or click the trash icon to delete it.
Duplicates found in "Jane Smith"
Duplicate 1
Copy of Share Valuation Report David Jones
in Shares
18/12/2025
by Demo Account
36.3 KiB
Share Valuation Report David Jon
in Shares
18/12/2025
by Demo Account
36.3 KiB
Delete Documents
Are you sure you want to delete 3 documents?
Cancel
OK
Duplicate 2
John Smith Income Tax Statement
in Income/Taxation - Individual
18/12/2025
by Demo Account
1.5 KiB
Penny Jones Income Tax Statement 2023
in Income/Taxation - Individual
18/12/2025
by Demo Account
1.5 KiB
Penny Jones Income Tax Statement 2024 - Copy
in Income/Taxation - Individual
18/12/2025
by Demo Account
1.5 KiB
Delete Duplicates
Deselect All
Jane Smith
Index
Bank Accounts
Property (5)
Shares (4)
Upload History
Extras
Pages
2
1
1