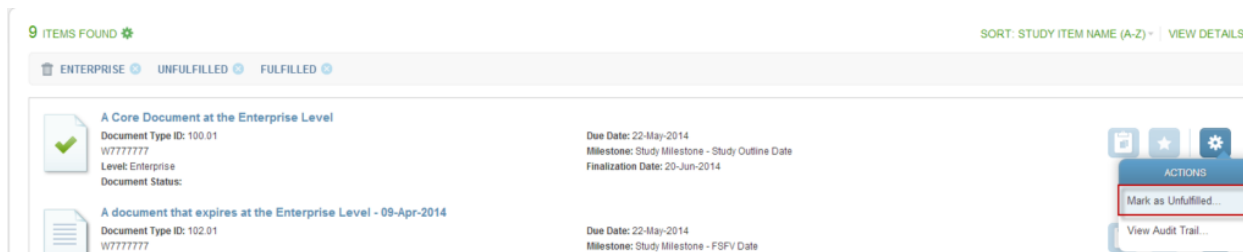



Mark as Unfulfilled

To mark a [Study Item](#) as unfulfilled, choose study item that has been fulfilled with content, open it's associated Actions Menu and select the Mark as Unfulfilled option.



This will open the Mark as Unfulfilled component window.

A screenshot of a dialog box titled 'Mark as Unfulfilled'. The dialog has a header bar with the title and a help icon. Below the header, there is a 'Reason' section with a dropdown menu containing the text 'Study Item was marked as fulfilled in error.'. Below that is a 'Comments' section with a text input field containing the text 'Additional comments, if necessary'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Mark Unfulfilled'.

Choose a reason from the Reason dropdown, enter additional comments if necessary, and select Mark Unfulfilled.

The Study Item will now appear as unfulfilled. The change to the study item will be recorded in the Audit Trail.