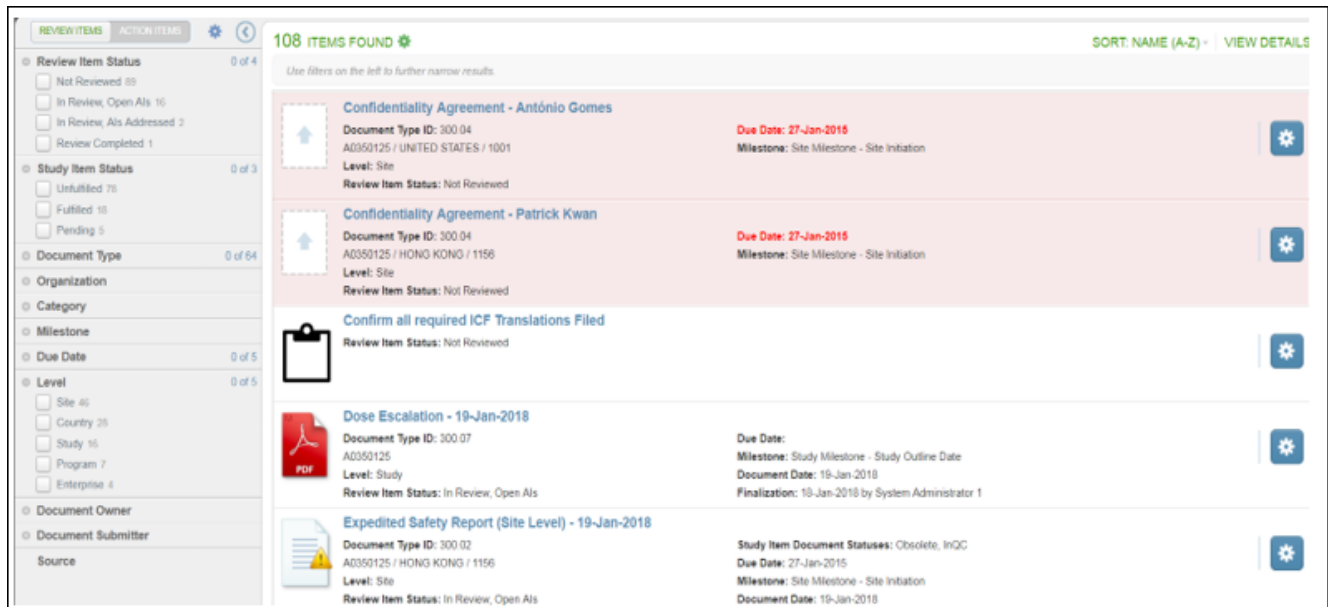# File Reviews — Review Items

A File Review contains a set of Review Items to be evaluated as part of a secondary review process. Review Items are displayed on the File Review Items List Page.

The File Review Items List Page displays items in the same manner as the Study Items List Page. For example, you can tell which items are overdue or about to come due by their background color, and you can tell which items have been fulfilled by their icons. If the File Review contains any Non Document Review Items (i.e., Review Items not related to a specific document), those items are represented by a clipboard icon.

The metadata for each Review Item includes both document metadata and File Review related metadata. For example, you can see the Review Item Status in the metadata. Either type of metadata can be used to filter the list of Review Items.

From the File Review Items List Page, Review Participants can evaluate Review Items individually on a self-serve basis (Review Items are not assigned to specific individuals). In addition, Review Managers can maintain the File Review from the File Review Items List Page by adding or removing Review

Items, deleting the review if necessary, or closing the review. All users with access to the page can view the File Review Dashboard or export a File Review Report.

Note: Review Managers, Participants, and Readers are determined by the template on which the File Review is based.