

# Adding Study Items to a File Review

A Review Manager for a File Review can add Study Items as Review Items on an ad hoc basis (for example, if the Review Manager determines a document that needs to be checked but was not included during File Review creation).

**Prerequisites:** To add a Study Item to a File Review, you must have VIEW\_FILE\_REVIEWS permission and you must be a member of a Review Manager Group for the template on which the File Review was based.

1. Navigate to the Study Item List of the study for the File Review.
2. From the Study Items Breadcrumb Menu, select “File Reviews.” The File Reviews List Page is displayed.
3. Select the hyperlink for the File Review you want to work with. The File Review Items List Page is displayed.
4. Select the gear icon above the list and select “Add Study Items” from the Actions Menu. The Add Study Items screen appears, displaying an empty grid.
5. On the Add Study Items screen, select the **Select Study Items** The Select Study Items screen appears, displaying a list of Study Items from the study.
6. Select the check box for each Study Item to add as a Review Item. Use the **Search** field and Filters Panel to filter the list of Study Items as needed. Up to 50 Study Items can be added at one time.
7. Select the **Select** button to add the selected Study Items to the list on the Add Study Items screen.
8. Select “Create Review Items.”

The Study Items are added to the File Review Items List Page.

Note that if you have permission to view virtually deleted documents and any of the items selected are virtually deleted,

an error will be displayed after selecting to Create Review Items (starting in version 2.9).