

Creating a File Review Template

A File Review Template defines the scope for a specific type of file review, including the types of review items, the sample size, and the users who can view, manage, and participate in the reviews.

Prerequisites: To create a File Review Template, you must be a member of the **TMF Manage File Review Templates** group.

1. Click **More** within the global header, then select **View eTMF Configurations**.
2. Select the breadcrumb, then select **File Review Templates**.
3. Click the gear icon, then select **Create New File Review Template**.
4. Enter your File Review Template information as needed.
5. When you're finished, click **Create**.

For more information on template field descriptions, see [File Review Template Fields](#).