## Adding Non Document Review Items to a File Review

The Review Manager for a File Review can add new Non Document Review Items on an ad hoc basis (for example, if the Review Manager determines a necessary verification that was not included during File Review creation).

**Prerequisites**: To add a Non Document Review Item to a File Review, you must be a member of the **TMF Create File Reviews** feature group and you must be a member of a Review Manager Group for the template on which the File Review was based.

- Navigate to the Study Item List of the study for the File Review.
- 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 Non Document Review Item" from the Actions Menu. The Create Non Document Review Item screen appears.
- 5. In the Name field, enter text for the Non Document Review Item.
- 6. Select "Create."

A placeholder for the Non Document Review Item is added to the File Review Items List Page.