

# Removing Review Items

Review Items that are not necessary and are not specified as mandatory for the File Review can be removed from a File Review.

**Prerequisites:** To remove a Review Item, 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. In addition, the Review Item must have a status of *Not Reviewed*.

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. Locate the Review Item that you want to remove.
5. Select the gear icon for the Review Item and select “Remove Review Item” from the Actions Menu.
6. On the confirmation message, select “Ok.”

The Review Item is removed from the File Review, and any Action Items associated with the Review Item are deleted.