

# Changing the Review Manager for a File Review

If the specified Review Manager is unable to oversee a File Review, a different Review Manager can be specified.

**Prerequisites:** To change the Review Manager, 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. Locate the File Review you want to work with within the list.
4. Select the gear icon for the File Review and select "Edit Metadata" from the Actions Menu. The Edit File Review screen is displayed.
5. In the **Review Manager** field, enter a new Review Manager. Only members of Review Manager Groups for the File Review Template can be specified as the Review Manager.
6. Select "Save."

**Note:** Any member of a Review Manager Group for the template on which the File Review is based can perform management operations in place of the specified Review Manager.