

# Closing a File Review

A File Review can be closed to prevent further actions within it.

**Prerequisites:** To close 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. In addition, all Review Items must have a status of *Review Completed* or *In Progress, AIs Addressed*.

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 and select the name hyperlink. The File Review Items List Page is displayed.
4. Select the gear icon above the list and select “Close File Review” from the Actions Menu. If there are Addressed action items in the File Review that haven’t yet been closed, you’ll be asked to confirm your intention to close.

The status of the File Review changes to *Closed*.

If further actions are needed within a closed File Review, the File Review can be reopened.