

# Reopening a File Review

A File Review that has been closed can be reopened if further actions are needed.

**Prerequisites:** To reopen a closed 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.

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 “Reopen File Review” from the Actions Menu.

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