

Deleting a File Review

A File Review can be deleted if the review has been postponed or is no longer valid.

Prerequisites: To delete a File Review, you must be a member of the **TMF Delete 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. In addition, only open File Reviews can be deleted.

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 “Delete File Review” from the Actions Menu.
5. On the confirmation message, select “Ok.”